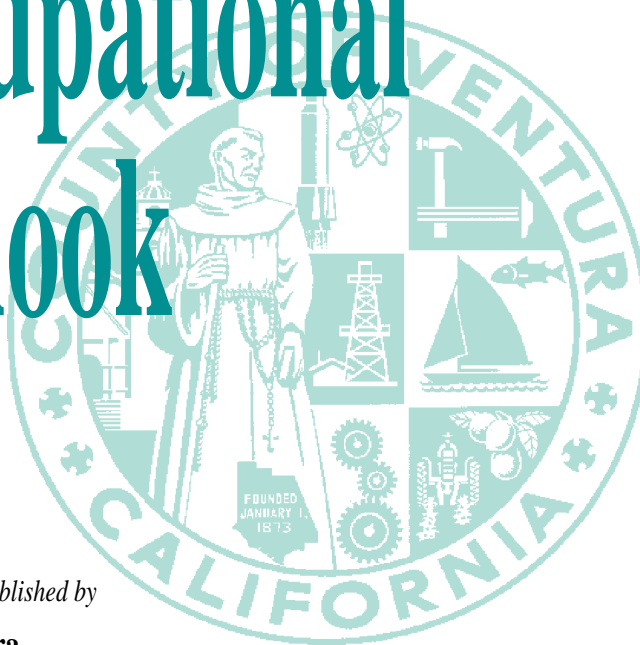


Ventura County Occupational Outlook 1998



Ventura County Occupational Outlook



Administered and Published by

**County of Ventura
Workforce Development Division
Chief Administrative Office**

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In cooperation with

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The California Cooperative
CCOIS
Occupational Information System

BACKGROUND

Workforce Development Division

The Workforce Development Division (WDD) of the County of Ventura is the local Grant Recipient and Administrative Entity for Job Training Partnership Act (JTPA) programs. Administered through a partnership between the County Board of Supervisors and the Private Industry Council (PIC), the WDD supports employers and job seekers in securing the training and placement of workers into new employment opportunities.

WDD participates and encourages new job creation efforts through a variety of programs and services. The One Stop Business Resource Centers and Job and Career Centers, supported by the WDD and other local partners provide resources, information, and direct service to employers and job seekers in several locations throughout Ventura County. Services available at these locations and through our website include the following:

- Job search resource library and workshops;
- Automated job listings for job seekers and employers;
- Linkages with economic development representatives to promote real job creation and local business expansion;
- Incentives for employers and job seekers through wage subsidies and sponsored vocational training programs.

The 1998 Occupational Outlook is an important tool for businesses, planners, employment counselors, vocational training providers, community groups, job seekers and educators. We encourage you to review the information and to utilize this report as a vital information resource on the economy of Ventura County.

New this year is an Enhanced State Training Inventory of local institutions providing a variety of occupational skills programs. The inventory report complements the occupational information by providing a ready reference of the types and locations of training for each of the occupations listed in the report. This effort represents a growing network of employers, educators, and public sector service providers who, in this second year of producing the Occupational Outlook, have contributed additional information to link training institutions within the County.

We hope you enjoy this copy of the 1998 Ventura County Occupational Outlook. It is our intent that the use of this report and its availability throughout the community will help facilitate additional linkages necessary to match job seekers with appropriate training and employment opportunities, thereby strengthening the economy of Ventura County.

Marty Robinson, Chief Deputy, Regional and Economic Development, Chief Administrative Office, Ventura County

Jonathan Barbieri, Director, County of Ventura Workforce Development Division

ACKNOWLEDGMENTS

WDD is very grateful to the many employers, training providers, and educational institutions throughout the county that contributed their valuable time and information to the second Occupational Outlook report for Ventura County.

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Photos courtesy of: Amgen; Eltron International, Inc.; GTE Customer Operations; Ladera Elementary School; MBM/PFC Food Service Distributor; Pacific Bell; Pleasant Valley Flowers, Inc.; Michael Voyles, Account Executive, County of Ventura WDD; Edna Lindstrom, CCOIS Assistant, WDD.

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INTRODUCTION

The information presented in this Occupational Outlook Report (OOR) was collected and analyzed through a cooperative partnership between the County of Ventura Workforce Development Division (WDD) and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS). The CCOIS was initiated in 1986. In 1996, the CCOIS project was conducted in all counties in California and was the first time Ventura County participated in the CCOIS process.

WDD staff, with assistance from our State CCOIS and LMID analysts, prepared the material in this report. The 25 occupations presented were selected for study by local users of occupational information that included program administrators, vocational planners and counselors, employers, and others.

Over 1,000 questionnaires were sent to Ventura County employers for the occupations selected for the 1997 CCOIS report. Of these, 387 employers responded, producing 504 usable surveys. Information in the Occupational Summaries portion of this report applies specifically to Ventura County. The purpose of this report is to provide labor market information for employers, training providers, educators, and other parties involved in making labor market decisions. The results in this report should also help to improve the match between the skills of the job applicants and the labor needs of Ventura County employers.

REPORT USES

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

Career Decisions: Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

Program Planning: This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum Design: Training providers can assess and update their curriculum based on current employer needs and projected trends.

Economic Development: Local government agencies and economic development organizations will find information on the labor pool. Examples would be on occupational size, expected growth rates, and wages useful in determining the potential for business growth and development in Ventura County's labor market area.

Program Marketing: Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management: Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

PROGRAM METHODS

The following process was used to select the occupations to be included in this program. Initially, criteria were identified by WDD staff to narrow down the list of occupations to be surveyed based upon:

- Occupations having a substantial employment base in Ventura County;
- A substantial number of projected job openings in Ventura County;
- Input from local employers, WDD staff, and local training providers.

For two of these criteria (substantial employment base and projected number of job openings), occupational forecast tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present, and future employment by occupation and projected job growth rates for occupations in Ventura County. Using these tables and the expertise of our Account Executives, approximately 40 occupations that showed a strong projected growth rate and/or have a substantial employment base were selected for public input.

An occupational survey was sent to approximately 300 individuals requesting their feedback on the preliminary list of occupations. Additional public comment was solicited at the May 6, 1997 employer meeting. Attendees included representatives of vocational program operators, educational institutions, economic development organizations, WDD staff, employers, and Labor Market Information Division (LMID) staff. Final LMID approval of the 25 selected occupations was based on the results of the occupational survey, the employer meeting, consideration of the Welfare Reform legislation, the School to Career initiative, CCOIS staff input, and LMID recommendations.

SURVEY SAMPLE SELECTION

After the occupations were selected and defined, an employer sample was developed for each occupation. One consideration in drawing up the employer sample was to identify the industry classification. An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification (SIC) Manual. LMID staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations that would receive questionnaires. This sample was carefully reviewed by WDD staff. Employers were added and deleted, as appropriate, to obtain an initial sample of at least 40 employers.

QUESTIONNAIRE DEVELOPMENT AND SURVEY PROCEDURES

A basic questionnaire was used for all occupations. The WDD used the following survey procedures:

- Staff began by attempting to obtain phone numbers for each employer on the finalized list of employers proposed for the study. Some employers were eliminated from the list at this time because they were no longer in business, or a local address or phone number could not be verified without extraordinary efforts.

- Employers were then called to verify company name and address, verify the existence of the occupation at the company, obtain the name of a contact person, describe the study, and encourage participation. Employers were eliminated from the list at this point if they did not employ in that occupation.

- Employers willing to participate in the survey were mailed or faxed a questionnaire. Employers not responding were contacted by phone to encourage them to return the questionnaire and again given the opportunity to complete the questionnaire by telephone.

- All surveys were reviewed by the CCOIS coordinator to ensure accuracy and completeness. Employers were contacted if the answer(s) was unclear or conflicted with other answers or information obtained about the occupation. Where applicable, labor unions were also contacted for specific information.

- If a sufficient number of responses could not be obtained in a reasonable time with the finalized list of up to 40 employers, additional employers were added to the list based on the size of the firm and industry, knowledge of local firms, the firms listed in the Yellow Pages, or the firms listed with the Chamber of Commerce, and whether the employer hired in other CCOIS occupations.

- A minimum goal of 15 responding employers for each occupation was targeted as the goal established by the State. This goal was met or exceeded in all occupations.

- Exceptions were made for many firms with a large number of employees who do not track or have programs for determining the reason for new hires. Two exceptions were also made where vacancies had not yet been filled at the time of the survey. These exceptions are indicated under "Source of filled vacancies over the last 12 months," for the following eleven occupations: Computer Engineers, Customer Service Representatives - Utilities, Electrical and Electronic Engineering Technicians and Technologists, Electrical and Electronic Engineers, Guards and Watch Guards, Law Clerks, Maintenance Repairers - General Utility; Medical and Clinical Laboratory Assistants, Physical Therapy Aides, Physical Therapy Assistants, and Stock Clerks.

In addition to contacting employers, WDD staff contacted labor unions, employment agencies, training providers, etc., to learn about a specific occupation.

TABULATIONS AND RESULTS

The survey responses were entered into a data base and tabulations were produced. From those tabulations the data was analyzed resulting in the final Occupational Outlook Report for Ventura County. Each occupational summary provides information on training and hiring requirements; size of the occupation; employment trends; supply/demand assessment; wages and benefits; and other information. In a few cases, the percentages may not add up to a total of 100% due to computerized conversion of the information.

Specific employer information obtained during the survey is held in strict confidence and will remain confidential.

OCCUPATIONAL INTERPRETATIONS

When reference is made to "all, almost all, most, many, some, or few" of the employer survey respondents (in a few cases these percentages apply to employee respondents) the following guidelines apply:

All - 100%

Almost all employers - 80% up to but not including 100%;

Most employers - 60% up to but not including 80%;

Many employers - 40% up to but not including 60%;

Some employers - 20% up to but not including 40%;

Few employers - less than 20%

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, May 1992, and the Dictionary of Occupational Titles (DOT), published by the U.S. Department of Labor, Employment and Training Administration, Fourth Edition, Revised in 1991. Each occupation is identified by its 6-digit OES code number.

Common Job Title: This represents titles used by the employers. The ones listed are the most commonly used by employers or that represent a large number of employees in the stated occupation. The numbers listed for employers represent the number of employers who responded to questionnaires on each of the individual occupations. The numbers of employees represent the total number included in the occupation for all employers' surveyed.

Wages, Hours, and Status: The wage data enables a comparison of salary ranges across occupations. The data is not intended to represent official prevailing wages. The ranges are based primarily on employer surveys and contracts with unions. Wage data was based on inter-percentile tabulations. Extreme wages are excluded. The range of wages, and the median wage paid are provided for three different levels of experience and employment listed below. Separate wage charts are listed where union employment amounts to 20% or more of total workers in the occupation. Wage data collected reflects the following definitions:

New employee with no prior experience

Wage paid to persons trained but without paid experience in the occupation.

New employees with prior experience

Wage paid to journey-level or experienced persons just starting at the firm.

Employees after three years

Wages generally paid to persons with more than three years of journey-level experience at the firm.

The number of hours worked per week is based on the State's weighted average formula. Also listed are the gender percentages for each occupation and union status.

Benefits: The types of benefits offered by local employers are presented in this section. Benefits most commonly provided by employers to full time and part time workers are listed in descending order. Supplementary benefits identified by employers are also listed.

Training, Prior Experience, and Education: This category presents the amount and kinds of work experience, and specific training required by the surveyed employers. The most frequent training and/or experience listed by employers is listed in average number of months and/or by a range of months. Other requirements by the various employers are also listed in no specific order. The educational level of new-hires in the occupation is also listed in this section.

Other Requirements: This section contains a list of specific computer skills and desired qualifications that employers identified for their occupations. Both new skills and obsolete skills, as supplied by the employers, are also listed.

Size and Employment Outlook: Occupational projections are provided by the EDD/LMID for the period 1993 through 2000 with specific projections for 1997. The 1997 projections are estimated projections derived from the 1993-2000 estimated projections. Listed figures include estimates for net gains from job growth and estimated job openings as a result of separations. The term used to describe the size of a particular occupation refers to its estimated number of workers in the occupation. For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than that of industry growth. Replacement openings are most numerous in occupations with relatively low training. Occupational size in Ventura County is measured using the following scale:

<i>Small</i>	Less than 388 employees
<i>Medium</i>	388 - 775 employees
<i>Large</i>	776 - 1,681 employees
<i>Very large</i>	More than 1,682 employees

The following standard terms describe the expected new job growth rate, within each occupation, in relation to the overall job growth for Ventura County. According to the EDD projections, the average growth in the combined years 1993-2000 for all occupations in Ventura County is 24.4%. The average growth rate for all occupations in 1997 is 3.5%.

	1993 through 2000	1997
<i>Much faster than average</i>		
1.5 or more x average	36.6% or more	5.25% or more
<i>Faster than average</i>		
1.1 to 1.5 x average	26.8% to 36.5%	3.85% to 5.24%
<i>Average</i>		
0.9 to 1.1 x average	22.0% to 26.7%	3.15% to 3.84%
<i>Slower than average</i>		
Less than 0.9 x average	00.0% to 21.9%	0.00% to 3.14%
<i>Remain stable</i>		
Zero	Zero	Zero
<i>Slow decline</i>		
Less than zero	Less than zero	Less than zero

Employment outlook information is from the EDD publication "Projections and Planning Information for Ventura County," U.S. Dept. of Labor Occupational Outlook Handbook 1996-97, the EDD California Occupational Guide, and Ventura County employers.

Supply and Demand Assessment: The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation. Supply and demand terms are listed separately for experienced/inexperienced workers. The terms used in describing the local supply/demand situation found in Ventura County currently are defined as:

Very difficult

Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

Somewhat difficult

Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

A little difficult

Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.

Not difficult

Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

The percentages and numbers reflect the employer reasons for filling vacancies in the past 12 months. The 1996 and three-year employment projections are listed in percentages for growth, stability, and decline. Also listed are the specific reasons given by employers for these outcomes.

Primary Recruitment Methods: Information listed in this section reflects the most common methods utilized by Ventura County employers in recruiting their employees.

Other Information: Listed in this section are the positions that the employers promote their employees to in the selected occupations.

Enhanced State Training Inventory: The Enhanced State Training Inventory (ESTI) was developed in partnership with the California Occupational Information Coordinating Committee (COICC) and the Employment Development Department, Labor Market Information Division, California Cooperative Occupational Information System (CCOIS). It is the most comprehensive data base of local education and training information in California.

The information in the appendix section lists local training providers in Ventura County specific to this year's outlook report. Training Providers with relevant programs for the 25 CCOIS occupations surveyed in 1997 are listed along with their address and phone number.

For more CCOIS information contact:

Labor Market Unit
County of Ventura
Workforce Development Division
Administrative Office
509 South Ventura Road
Oxnard, CA 93030
(805) 382-5200 • FAX (805) 382-5247

For more employer and job training services contact:

West County Employment Resource Center
County of Ventura
Workforce Development Division
Oxnard One Stop
635 South Ventura Road
Oxnard, CA 93030
(805) 382-6500 • FAX (805) 382-6554

East County Employment Resource Center
County of Ventura
Workforce Development Division
Simi Valley One Stop
980 Enchanted Way, #105
Simi Valley, CA 93065
(805) 579-1732 / 578-3627 • FAX (805) 579-1739

Website: www.stli.com/ventura

Ventura County

CCOIS

Occupations

Employer Survey Year

1997

AUTOMOTIVE MECHANICS

Automotive Mechanics

Employers Responded: 23 • Employees Covered: 161

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Please do not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

Common job titles used by responding employers: Automotive Technician or Mechanic, and Equipment /Fleet Mechanic

■ WAGES, HOURS, AND STATUS

	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$ 5.15 to \$ 8.75/hour	\$ 6.50/hour
New employees with prior experience	\$ 8.00 to \$16.00/hour	\$11.37/hour
Employees after three years	\$10.00 to \$20.00/hour	\$15.00/hour

Few employers (less than 20%) pay commissions.

Hours: **Almost all** employees (91%) work full-time, 41 hours per week weighted average.

Status: **Male** - 100% **Some** employees (22%) have union status.

■ BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Paid Vacation	96%	Medical Insurance	4%
Medical Insurance	78%	Paid Vacation	0%
Life Insurance	61%	Life Insurance	0%
Retirement Plan	57%	Retirement Plan	0%
Dental Insurance	48%	Dental Insurance	0%
Paid Sick Leave	39%	Paid Sick Leave	0%
Vision Insurance	30%	Vision Insurance	0%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: tuition reimbursement, long-term disability, and Employee Assistance Plan

■ TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 52% Usually - 35% Sometimes - 13% Never - 0%

All employers require or prefer an average of 15 months (or between 6 and 60 months) of Automotive Technician/Mechanic related work experience. Titles of other experience listed by these employers: Mechanic's Assistant, Lube Technician, and Muffler Installer.

Training acceptable as a substitute for work experience:

Always - 0% Usually - 0% Sometimes - 83% Never - 17%

Required training or certification prior to employment: **Some** employers (35%) require between 2 and 24 months of training or certification that includes Smog License, Lamp and Brake Inspection Certification, Automotive Service Excellence Certificate (ASE), and vocational training. **Many** employers (43%) report that they have work/training programs for new hires to obtain certification, licensing, or schooling to learn to interpret computer diagnostic equipment.

Education of recent hires: High school or equivalent 70% Associate (2 year) degree 11%
Some college, no degree 17% Less than high school 2%

■ OTHER REQUIREMENTS

Computer software skills and desired qualifications: Some employers (39%) seek computer skills as follows:

Data Base - 38% Word Processing - 25% Spreadsheet - 13% Other - 75%, Windows, and Gateway/Mitchell program.

New skills and desired qualifications over the next 3 years: Most employers (78%) reported skills and/or desired qualifications that included using hand-held scanners, keeping up with computerized electronic diagnostics including emission, smog, and automatic brake systems.

Obsolete skills over the next 3 years: Few employers (less than 20%) reported hands-on maintenance.

■ SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
360	320	680
Jobs: 1993 - 1,440 2000 - 1,800		
Growth rate: 25%		

1997 Estimated Projections, (from 1993 - 2000 Estimates)		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
51	46	97
Jobs: 1,646 Occupation size: Large		
Growth rate: 3.6% (Average)		

Ventura County Employment Outlook: This occupation ranks as the 30th highest occupation with the greatest absolute growth through the year 2000.

State and Nationwide Employment Outlook: The growing complexity of automotive technology, such as the uses of electronic and emissions control equipment, increasingly necessitates that cars be serviced by skilled workers, contributing to growth in demand for highly trained mechanics.

California State Occupational Guide: The increasing number of automobiles on the State's highways, plus new developments in their design and manufacture, have created an ongoing demand for experienced mechanics familiar with increasingly complex components, such as emission control systems. Outlook is best for mechanics possessing State licenses to service smog, brake and lamp systems.

■ SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	9%	9%	73%	9%
Fully experienced and qualified:	4%	17%	43%	35%

Source of filled vacancies over the last 12 months:

Total hired: 47 Employees leaving - 64% New positions - 17% Promotions - 15% Temporary - 4%

Outcome of firms' employment in 1996: Grew - 22% Remained stable - 70% Declined - 9%

Comments reported by employers included:

Growth: *Expansion of facilities; growth in business.*

Stability: *Stable workforce; difficult to find qualified technicians; limited space.*

Decline: *Temporary employees went back to college; employee promotions.*

Three-year projections for firms' employment: Grow - 57% Remain stable - 43% Decline - 0%

Comments reported by employers included:

Growth: *Recruiting for new employees; increasing advertising and promotions; better customer relations; expanding facilities; new smog program.*

Stability: *Building better automobiles; sufficient employees.*

■ PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Newspaper ads	74%	Unsolicited applicants	22%
Employees' referrals	48%	Public school/Program referrals	22%
In-house promotion or transfer	30%	Flyers	9%

■ OTHER INFORMATION

Many employers (52%) promote their employees to Technician Level A, B, & C, Team or Crew Leader, Service Advisor, Manager, Fleet/ Maintenance Mechanic II, or Senior Equipment Mechanic.

See Appendix on page 65 for Training Providers in this occupation.

Cashiers

Employers Responded: 19 • Employees Covered: 213

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

Common job titles used by responding employers: Cashier, Checker, and Cash Clerk

WAGES, HOURS, AND STATUS

	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$5.00 to \$ 7.20/hour	\$5.38/hour
New employees with prior experience	\$5.00 to \$ 9.00/hour	\$6.31/hour
Employees after three years	\$6.00 to \$13.10/hour	\$7.61/hour

Hours: **Some** employees (37%) work full-time, 40 hours per week weighted average. **Some** employees (37%) work part-time, 21 hours per week weighted average.

Status: **Male** - 26% **Female** - 74% **Few** employees (less than 20%) have union status.

BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Paid Vacation	92%	Paid Vacation	15%
Medical Insurance	85%	Medical Insurance	15%
Life Insurance	54%	Paid Sick Leave	15%
Paid Sick Leave	46%	Dental Insurance	8%
Dental Insurance	38%	Retirement Plan	8%
Retirement Plan	31%	Vision Insurance	8%
Vision Insurance	15%	Life Insurance	0%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: Retail Clerks Union

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 5% Usually - 5% Sometimes - 42% Never - 47%

Many employers (53%) require or prefer an average of 6 months (or between 3 and 24 months) of Cashier related work experience. Other experience listed by these employers includes general customer service, and public relations.

Training acceptable as a substitute for work experience:

Always - 42% Usually - 16% Sometimes - 37% Never - 5%

Required training or certification prior to employment: **All** employers do not require training or certification.

Education of recent hires: High school or equivalent 74%
Some college, no degree 17%
Less than high school 9%

OTHER REQUIREMENTS

Computer software skills and desired qualifications: Few employers (less than 20%) seek computer skills as follows:

Data Base - 50% Word Processing - 50% Desktop Publishing - 25% Other - 50%, Computer literacy.

New skills and desired qualifications over the next 3 years: Few employers (less than 20%) reported skills and/or desired qualifications that included the ability to learn in-house customer service programs, bookkeeping, and computer knowledge.

Obsolete skills over the next 3 years: Few employers (less than 20%) reported use of the Gilbarco System, and non-computerized registers, and memorization of products and prices.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
1,020	1,600	2,620
Jobs: 1993 - 4,570 2000 - 5,590		
Growth rate: 22.3%		

1997 Estimated Projections, (from 1993-2000 Estimates)		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
146	229	375
Jobs: 5,153 Occupation size: Very large		
Growth rate: 3.2% (Average)		

Ventura County Employment Outlook: This occupation ranks as the 4th highest occupation with the greatest absolute growth through the year 2000.

State and Nationwide Employment Outlook: Although growth will account for numerous openings, most jobs will result from the need to replace experienced workers who transfer to other occupations or leave the labor force. The occupation is large and turnover is much higher than average. Opportunities for part-time work are expected to continue to be excellent. Benefits for full-time cashiers tend to be better than those working part-time.

California State Occupational Guide: Many grocery and super stores (combined food, drug and hardware) have computerized systems which simplify checkout procedures. Experience with computer scanning registers is a desired skill by some employers. Most employers operate on-the-job training programs in which cashiers and cashier-wrappers learn all the phases of their work.

SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	28%	33%	28%	11%
Fully experienced and qualified:	16%	42%	16%	26%

Source of filled vacancies over the last 12 months:

Total hired: 107 Employees leaving - 42% Temporary - 35% Promotions - 17% New positions - 7%

Outcome of firms' employment in 1996: Grew - 26% Remained stable - 63% Declined - 11%

Comments reported by employers included:

Growth: *New business; seasonal growth.*

Stability: *Good economy; stabilized growth.*

Decline: *Loss of business; condensed and changed workload.*

Three-year projections for firms' employment: Grow - 42% Remain stable - 53% Decline - 5%

Comments reported by employers included:

Growth: *Expanding business; reorganizing; advertising; growth in area.*

Stability: *Increase during holiday season only; existing employees will pick up extra work load; no growth in sales or company size.*

Decline: *Seasonal.*

PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Employees' referrals	58%	In-house promotion or transfer	32%
Newspaper ads	58%	Public school/Program referrals	11%
Unsolicited applicants	47%	Walk-ins, customer reference	11%

OTHER INFORMATION

Most employers (79%) promote their employees to management or supervisory levels, Vault Clerk, Lead or Head Cashier, Key Carriers, or Department Heads.

CHILD CARE WORKERS

Child Care Workers

Employers Responded: 24 • Employees Covered: 707

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Please do not include workers whose primary function is to teach in a structured setting.

Common job titles used by responding employers: Childcare Worker, Preschool Aide, and Child Care Assistant

WAGES, HOURS, AND STATUS

	Non-Union		Union	
	Range	Median	Range	Median
New employees with no prior experience	\$5.00 to \$ 6.50/hour	\$5.70/hour	\$ 8.88 to \$ 9.62/hour	\$ 9.25/hour
New employees with prior experience	\$5.00 to \$ 8.85/hour	\$6.00/hour	\$ 8.88 to \$10.51/hour	\$ 9.70/hour
Employees after three years	\$5.78 to \$10.50/hour	\$8.00/hour	\$10.32 to \$11.13/hour	\$10.73/hour

Hours: **Many** employees (56%) work part-time, 20 hours per week weighted average. **Some** employees (34%) work 31 hours per week weighted average on a seasonal basis.

Status: **Male** - 17% **Female** - 83% **Some** employees (31%) have union status.

BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Paid Vacation	79%	Paid Vacation	21%
Paid Sick Leave	64%	Paid Sick Leave	21%
Child Care	57%	Child Care	14%
Medical Insurance	50%	Retirement Plan	7%
Dental Insurance	43%	Dental Insurance	0%
Life Insurance	21%	Life Insurance	0%
Retirement Plan	21%	Medical Insurance	0%
Vision Insurance	14%	Vision Insurance	0%

Other benefits for full-time workers include: half-price or free memberships

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 17% Usually - 29% Sometimes - 38% Never - 17%

Almost all employers (83%) require or prefer an average of 10 months (or between 1 and 24 months) of Child Care Worker related work experience. Titles of other experience listed by these employers include Instructional Aide and Assistant Teacher. **Few** employers (less than 20%) report that they have work/training programs for new hires to obtain their Early Childhood Education (E.C.E.) and Early Childhood Development (E.C.D.) units.

Training acceptable as a substitute for work experience:

Always - 29% Usually - 13% Sometimes - 46% Never - 13%

Required training or certification prior to employment: **Many** employers (58%) require between 1 and 12 months of training or certification that includes E.C.E., E.C.D., Cardiopulmonary Resuscitation (CPR), and First Aid Training.

Education of recent hires:

Some college, no degree	60%
High school or equivalent	33%
Less than high school	5%
Associate (2 year) degree	2%

■ OTHER REQUIREMENTS

Computer software skills and desired qualifications: Few employers (less than 20%) seek computer skills as follows:

Word Processing - 100%

New skills and desired qualifications over the next 3 years: Some employers (21%) reported skills and/or desired qualifications that included Multi-tasking, Early Childhood Education (E.C.E.), and Cardiopulmonary Resuscitation (CPR).

Obsolete skills over the next 3 years: None reported.

■ SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
80	10	90

Jobs: 1993 - 280 2000 - 360

Growth rate: 28.6 %

1997 Estimated Projections, (from 1993-2000 Estimates)

<i>Growth</i>	<i>Separations</i>	<i>Total</i>
11	1	12

Jobs: 326 Occupation size: Small

Growth rate: 4.1% (Faster than average)

State and Nationwide Employment Outlook: Continuing high labor force participation among women of child-bearing age will contribute to employment growth among child care workers.

California State Occupational Guide: Recent public awareness of the shortage of childcare facilities has stimulated proposals for increased private, as well as public, funded programs. Employer sponsored child care facilities, both on and off site, have more than quadrupled during the past five years.

■ SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	40%	25%	25%	10%
Fully experienced and qualified:	25%	21%	29%	25%

Source of filled vacancies over the last 12 months:

Total hired: 448 Temporary - 59% Employees leaving - 25% New positions - 13% Promotions - 2%

Outcome of firms' employment in 1996: Grew - 42% Remained stable - 50% Declined - 8%

Comments reported by employers included:

Growth: *Increased enrollment; more State funds; expanded services.*

Stability: *Operated at full capacity; enrollment stayed the same or was limited.*

Decline: *Fewer children to care for.*

Three-year projections for firms' employment: Grow - 46% Remain stable - 54% Decline - 0%

Comments reported by employers included:

Growth: *Company is growing; increasing operations; expecting enrollment to increase; State funding has produced a waiting list.*

Stability: *Expect enrollment to stay the same; budget will not allow for growth; operating at full capacity.*

■ PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Employees' referrals	58%	Private school referrals	25%
Newspaper ads	54%	Public school/Program referrals	21%
In-house promotion or transfer	33%	Unsolicited applicants	17%

■ OTHER INFORMATION

Most employers (75%) promote their employees to Program or Instruction Aide, Teachers, Site Director, Receptionist, Service Manager, or Office Personnel.

See Appendix on page 65 for Training Providers in this occupation.

COMPUTER ENGINEERS

Computer Engineers

Employers Responded: 21 • Employees Covered: 187

Computer Engineers analyze data processing requirements to plan EDP systems to provide system capabilities required for projected work loads. They plan layout and installation of new systems or modification of existing systems. They may set up and control analog or hybrid computer systems to solve scientific and engineering problems.

Common job titles used by responding employers: Computer/Network Engineer, Systems Analyst, and Research Development Engineer

WAGES, HOURS, AND STATUS

	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$10.55 to \$18.75/hour	\$14.39/hour
New employees with prior experience	\$11.19 to \$25.00/hour	\$18.41/hour
Employees after three years	\$14.08 to \$33.56/hour	\$21.58/hour

Hours: Almost all employees (98%) work full-time, 41 hours per week weighted average.

Status: Male - 71% Female - 29% All employees have non-union status.

BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Dental Insurance	100%	Retirement Plan	19%
Medical Insurance	100%	Dental Insurance	14%
Paid Vacation	95%	Medical Insurance	14%
Life Insurance	86%	Paid Sick Leave	10%
Paid Sick Leave	76%	Life Insurance	10%
Retirement Plan	76%	Paid Vacation	10%
Vision Insurance	57%	Vision Insurance	5%
Child Care	5%	Child Care	0%

Other benefits for full-time workers include: disability insurance, stock options, accidental death and dismemberment insurance, profit sharing, employee meals

Other benefits for part-time workers include: Flex Plan

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 71% Usually - 24% Sometimes - 5% Never - 0%

All employers require or prefer an average of 26 months (or between 12 and 60 months) of Computer Engineer/System Analyst related work experience. Titles of other experience listed by employers: Systems Technician, and Support Engineer.

Training acceptable as a substitute for work experience:

Always - 0% Usually - 0% Sometimes - 57% Never - 43%

Required training or certification prior to employment: Many employers (57%) require between 3 and 60 months of training or certification that includes Computer Science/Engineering, and Certified Network Engineering.

Education of recent hires:

All have high school or equivalent	
Bachelor (4 year) degree	71%
Associate (2 year) degree	18%
Graduate study	9%
Some college, no degree	3%

OTHER REQUIREMENTS

Computer software skills and desired qualifications: All employers seek computer skills as follows:

Data Base - 86% Word Processing - 76% Spreadsheet - 71% Desktop Publishing - 29% Other - 52%, C, C++, UNIX, CAD, Oracle, Windows, Microsoft, Fox Pro, Access, and foreign language fluency.

New skills and desired qualifications over the next 3 years: Almost all employers (86%) reported skills and/or desired qualifications that included keeping current with new technology, systems and applications including Fiber Optic Network, Internet, JAVA, C++, SQL, Oracle, and Novel.

Obsolete skills over the next 3 years: Few employers (less than 20%) report Basic, FORTRAN, UNIX, Pascal, DOS, Novel, and manual troubleshooting or tracking procedures.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
390	20	410
Jobs: 1993 - 540 2000 - 930		
Growth rate: 72.2%		

1997 Estimated Projections, (from 1993-2000 Estimates)		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
56	3	59
Jobs: 763 Occupation size: Medium		
Growth rate: 10.3% (Much faster than average)		

Ventura County Employment Outlook: This occupation ranks as the 28th highest occupation with the greatest absolute growth and the 4th highest occupation with the fastest job growth through the year 2000.

State and Nationwide Employment Outlook: In order to maintain a competitive edge and operate more cost effectively, firms will continue to demand computer professionals who are knowledgeable about the latest technologies.

California State Occupational Guide: The demand for Computer Systems Engineers will be fueled by continued expansion of electronic data processing in business, telecommunications, scientific research, utilities, government and the increasing sophistication and complexity of computers. Also, the need for Computer Systems Engineers should increase as companies attempt to maximize the efficiency of their computer systems.

SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	0%	0%	100%	0%
Fully experienced and qualified:	5%	24%	52%	19%

Source of filled vacancies over the last 12 months: Almost all (95%) employers reported the following information:

Total hired: 34 New positions - 41% Employees leaving - 32% Temporary - 15% Promotions: 12%

Outcome of firms' employment in 1996: Grew - 38% Remained stable - 48% Declined - 14%

Comments reported by employers included:

Growth: *New contracts; new data processing system; market and services increased; new products.*

Stability: *Contracts and business the same; sufficient staff.*

Decline: *Business sold; moving out of county; using contractors.*

Three-year projections for firms' employment: Grow - 52% Remain stable - 38% Decline - 10%

Comments reported by employers included:

Growth: *New products; new contracts; strong market.*

Stability: *Sufficient staff; defense budgets not increasing; do not foresee growth.*

Decline: *Government budgets will not allow for new contracts.*

PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Newspaper ads	86%	Internet, career center, universities	24%
Employees' referrals	76%	Private employment agencies	24%
In-house promotion or transfer	52%	Employment Development Dept.	19%

OTHER INFORMATION

Most employers (67%) promote their employees to Senior Computer Engineer, Senior System Analyst, Network or Program Analyst II-V, or management.

CUSTOMER SERVICE

Customer Service Representatives - Utilities

Employers Responded: 20 • Employees Covered: 831

Utilities Customer Service Representatives interview applicants for water, gas, electric, or telephone service. They talk with customers by phone or in person and receive orders for installation, turn-on, discontinuance, or change in services.

Common job titles used by responding employers: Customer Contact Associate, Customer Service Representative, and Account Clerk

WAGES, HOURS, AND STATUS

	Union		Non-Union	
	Range	Median	Range	Median
New employees with no prior experience	\$ 8.48 to \$17.50/hour	\$13.11/hour	\$7.00 to \$10.22/hour	\$ 9.14/hour
New employees with prior experience	\$10.10 to \$17.64/hour	\$13.34/hour	\$8.00 to \$14.00/hour	\$ 9.23/hour
Employees after three years	\$11.73 to \$20.00/hour	\$15.92/hour	\$9.00 to \$15.00/hour	\$12.43/hour

Hours: Almost all employees (91%) work full-time, 40 hours per week weighted average.

Status: Male - 24% Female - 76% Almost all employees (87%) have union status.

BENEFITS

Full-time employees	Firms providing	Part-time employees	Firms providing
Medical Insurance	100%	Paid Sick Leave	28%
Paid Vacation	100%	Paid Vacation	28%
Dental Insurance	100%	Medical Insurance	22%
Paid Sick Leave	94%	Retirement Plan	22%
Life Insurance	94%	Life Insurance	17%
Retirement Plan	89%	Dental Insurance	17%
Vision Insurance	67%	Vision Insurance	0%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: tuition reimbursement and optional benefit plan.

Other benefits for part-time workers include: tuition reimbursement and wellness bonus.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 35% Usually - 20% Sometimes - 30% Never - 15%

Almost all employers (85%) require or prefer an average of 12 months (or between 6 and 24 months) of Customer Service Representative related work experience. Other experience listed by these employers includes general office, cashiering, financial record keeping, and telemarketing.

Training acceptable as a substitute for work experience:

Always - 10% Usually - 20% Sometimes - 50% Never - 20%

Some employers (20%) reported that training is "on the job" for the companies' specific in-house programs.

Required training or certification prior to employment: Few employers (less than 20%) require 24 months of training or certification that includes business college courses.

Education of recent hires: Some college, no degree 99%
High school or equivalent 1%

■ OTHER REQUIREMENTS

Computer software skills and desired qualifications: Almost all employers (80%) seek computer skills as follows:

Word Processing - 75% Data Base - 50% Spreadsheet - 31% Desktop Publishing - 0%

Other - 15%, Computer literacy, and Access.

New skills and desired qualifications over the next 3 years: Most employers (70%) reported skills and/or desired qualifications that included problem solving skills, Windows, and ability to learn in-house and new computer programs.

Obsolete skills over the next 3 years: Few employers (less than 20%) reported DOS and less one-on-one contact with customers.

■ SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections

<i>Growth</i>	<i>Separations</i>	<i>Total</i>
100	50	150

Jobs: 1993 - 330 2000 - 430

Growth rate: 30.3%

1997 Estimated Projections, (from 1993-2000 Estimates)

<i>Growth</i>	<i>Separations</i>	<i>Total</i>
14	7	21

Jobs: 381 Occupation size: Small

Growth rate: 4.3% (Faster than average)

Ventura County Outlook: "Surging consumer demand for high-tech communications service is creating a telecommunications job boom in Ventura County. Most of the jobs being added are Customer Service Representatives. What's fueling this job creation is the California economic recovery and exploding demand for second, if not third and fourth lines in residences. Competition within the telecommunications industry itself, also is playing an important role in job growth. Phone companies also are venturing into the cable TV and Internet arenas." - *Ventura County Star*

■ SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	31%	38%	31%	0%
Fully experienced and qualified:	20%	35%	35%	10%

Source of filled vacancies over the last 12 months: Almost all employers (95%) reported the following information:

Total hired: 721 Temporary - 40% New positions - 30% Employees leaving - 25% Promotions - 5%

Outcome of firms' employment in 1996: Grew - 25% Remained stable - 75% Declined - 0%

Comments reported by employers included:

Growth: Increased sales; area growth; received new and improved contracts; increased volume of calls; customer's needs.

Stability: Customers remained the same but competition required better service.

Three-year projections for firms' employment: Grow - 25% Remain stable - 70% Decline - 5%

Comments reported by employers included:

Growth: Increases in services; area growth.

Stability: Project subscribers will remain the same; competition curtails growth; budget doesn't allow for growth.

Decline: Office closure.

■ PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Newspaper ads	90%	Unsolicited applicants	30%
In-house promotion or transfer	65%	Employment Development Dept.	20%
Employees' referrals	50%	Public school referrals	20%

■ OTHER INFORMATION

Most employers (75%) promote their employees to Customer Service Representatives II and III, or Supervisor.

See Appendix on page 65 for Training Providers in this occupation.

DRIVER/SALES

Driver/Sales Workers

Employers Responded: 18 • Employees Covered: 117

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. Please include newspaper delivery drivers.

Common job titles used by responding employers: Drivers, Couriers, Route Sales Representatives

WAGES, HOURS, AND STATUS

	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$5.25 to \$14.38/hour	\$6.20/hour
New employees with prior experience	\$5.50 to \$14.38/hour	\$7.00/hour
Employees after three years	\$6.50 to \$21.58/hour	\$9.25/hour

Hours: **Almost all** employees (84%) work full-time, 41 hours per week weighted average.

Status: **Male** - 85% **Female** - 15% **Few** employees (less than 20%) have union status.

BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Medical Insurance	100%	Paid Sick Leave	21%
Paid Vacation	93%	Paid Vacation	21%
Dental Insurance	86%	Medical Insurance	14%
Paid Sick Leave	64%	Retirement Plan	14%
Vision Insurance	57%	Vision Insurance	7%
Life Insurance	50%	Life Insurance	7%
Retirement Plan	43%	Dental Insurance	7%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: union benefits

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 22% Usually - 11% Sometimes - 50% Never - 17%

Almost all employers (83%) require or prefer an average of 11 months (or between 1 and 24 months) of Driver/Sales related work experience. Other experience listed by these employers includes warehouse and automotive maintenance.

Training acceptable as a substitute for work experience:

Always - 11% Usually - 22% Sometimes - 50% Never - 17%

Required training or certification prior to employment: **Some** employers (22%) require either a Class A or Class B Drivers License.

Education of recent hires:

High school or equivalent	64%
Some college, no degree	31%
Less than high school	5%

■ OTHER REQUIREMENTS

Computer software skills and desired qualifications: Few employers (less than 20%) seek computer skills as follows:

Data Base - 50% Word Processing - 50% Other - 50%, Data Entry

Some employers (28%) reported desired qualifications as follows: Drug and alcohol free record, and a clean D.M.V. driving record.

New skills and desired qualifications over the next 3 years: **Some** employers (28%) reported skills and/or desired qualifications that included stock handling, billing familiarity, and computer literacy.

Obsolete skills over the next 3 years: None reported.

■ SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
130	130	260

Jobs: 1993 - 650 2000 - 780

Growth rate: 20%

1997 Estimated Projections, (from 1993-2000 Estimates)

<i>Growth</i>	<i>Separations</i>	<i>Total</i>
19	19	38

Jobs: 724 Occupation size: Medium

Growth rate: 2.9% (Slower than average)

State and Nationwide Employment Outlook: The number of truck drivers with sales responsibilities is expected to increase slowly because companies are increasingly splitting their responsibilities among other workers, shifting sales, ordering, and customer service tasks to sales and office staffs, and using regular truck drivers to make deliveries to customers.

■ SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	43%	36%	21%	0%
Fully experienced and qualified:	33%	17%	44%	6%

Source of filled vacancies over the last 12 months:

Total hired: 39 Employees leaving - 46% Promotions - 31% New positions - 23% Temporary - 0%

Outcome of firms' employment in 1996: Grew - 28% Remained stable - 72% Declined - 0%

Comments reported by employers included:

Growth: *Strong economy; customers increased; company expanded.*

Stability: *Production and sales were stable; business did not grow.*

Three-year projections for firms' employment: Grow - 67% Remain stable - 33% Decline - 0%

Comments reported by employers included:

Growth: *Increased sales; economy is improving; expansion; advertising for more business; reorganization.*

Stability: *Competition will be keeping customers at the same level; present staff can absorb future expansion; do not foresee any growth.*

■ PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Employees' referrals	78%	Unsolicited applicants	28%
Newspaper ads	72%	Employment Development Dept.	22%
In-house promotion or transfer	39%	Public school/Program referrals	11%

■ OTHER INFORMATION

Most employers (78%) promote their employees to Sales or Warehouse Person, Production, Stock Clerk, Dispatcher, Senior Driver, Service Technician, or management.

ELECTRICAL AND ELECTRONIC

Electrical and Electronic Engineering Technicians and Technologists

Employers Responded: 22 • Employees Covered: 220

Electrical and Electronic Engineering Technicians and Technologists apply electrical and electronic theory and related knowledge to design, build, test, repair, and modify developmental, experimental, or production electrical equipment in industrial or commercial plants for subsequent use by engineering personnel in making engineering design and evaluation decisions. Please do not include workers who only repair electronic equipment.

Common job titles used by responding employers: Electronic Technician, Field Engineer, and Microwave Technician

WAGES, HOURS, AND STATUS

	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$ 7.00 to \$13.00 /hour	\$10.00/hour
New employees with prior experience	\$ 10.00 to \$20.00 /hour	\$12.75/hour
Employees after three years	\$ 11.50 to \$25.00 /hour	\$16.06/hour

Hours: Almost all employees (95%) work full-time - 48 hours per week weighted average. Few employees work 48 hours per week weighted average on a temporary basis.

Status: Male - 96% Female - 4% Few employees (less than 20%) have union status.

BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Medical Insurance	100%	Paid Sick Leave	10%
Paid Vacation	95%	Paid Vacation	10%
Dental Insurance	90%	Dental Insurance	5%
Life Insurance	81%	Life Insurance	5%
Paid Sick Leave	81%	Medical Insurance	5%
Retirement Plan	62%	Retirement Plan	5%
Vision Insurance	48%	Vision Insurance	5%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: 401K Plan and paid holidays

Other benefits for part-time workers include: profit sharing

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 59% Usually - 36% Sometimes - 5% Never - 0%

All employers require or prefer an average of 26 months (or between 6 and 70 months) of Electrical and Electronic Engineering Technician and Technologist related work experience.

Training acceptable as a substitute for work experience:

Always - 0% Usually - 14% Sometimes - 68% Never - 18%

Required training or certification prior to employment: Most employers (68%) require between 12 and 48 months of training or certification that includes Associate degree, certification from a trade or technical school, and Soldering Certificate. Few employers (less than 20%) reported that they give on-the-job training in company specifics or in-house programs.

Education of recent hires:

Some college, no degree	73%	Bachelor (4 year) degree	6%
Associate (2 year) degree	19%	High school or equivalent	2%

OTHER REQUIREMENTS

Computer software skills and desired qualifications: Many employers (59%) seek computer skills as follows:

Data Base - 77% Word Processing - 77% Spreadsheet - 77% Desktop Publishing - 15%

Other - 23%, AutoCad, Excel, and C++.

New skills and desired qualifications over the next 3 years: Many employers (55%) reported skills and/or desired qualifications that included keeping current with new computer systems and applications, knowledge of new technology, and trigonometry.

Obsolete skills over the next 3 years: Few employers (less than 20%) reported manual drafting and tracking procedures, and use of pneumatic instrumentation.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
490	150	640
Jobs: 1993 - 1,680 2000 - 2,170		
Growth rate: 29.2%		

1997 Estimated Projections, (from 1993-2000 Estimates)		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
70	21	91
Jobs: 1,960 Occupation size: Very large		
Growth rate: 4.2% (Faster than average)		

Ventura County Employment Outlook: This occupation ranks as the 18th highest occupation with the greatest absolute growth through the year 2000.

State and Nationwide Employment Outlook: The growing availability and use of advance technologies, such as computer-aided design and drafting and computer simulation, is expected to curtail employment growth of engineering technicians. Technicians whose jobs are defense related may experience fewer opportunities because of defense cutbacks.

California State Occupational Guide: There is a favorable employment outlook for Electronic Technicians, particularly for those who are experienced in such technological areas as digital and analog circuitry, microprocessor systems, or microwave equipment. Trained but inexperienced Technicians should be able to find employment opportunities in junior-level or test technician positions.

SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	11%	33%	44%	11%
Fully experienced and qualified:	23%	36%	18%	23%

Source of filled vacancies over the last 12 months: Almost all employers (95%) reported the following information:

Total hired: 138 Employees leaving - 56% New positions - 41% Promotions - 2% Temporary - 1%

Outcome of firms' employment in 1996: Grew - 45% Remained stable - 50% Declined - 5%

Comments reported by employers included:

Growth: Increased customers and sales; new contracts.

Stability: Sufficient technicians to handle the workload; government contracts did not allow for growth.

Decline: Loss of contracts.

Three-year projections for firms' employment: Grow - 77% Remain stable - 23% Decline - 0%

Comments reported by employers included:

Growth: Expect new contracts; expanding into new markets; increased bidding; project requirements.

Stability: Do not expect increase in sales.

PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Newspaper ads	82%	Private employment agencies	45%
Employees' referrals	77%	Employment Development Dept.	41%
In-house promotion or transfer	68%	Private school referrals	27%

OTHER INFORMATION

Most employers (64%) promote their employees to Senior Electrical Technician, Electrical/Electronic Engineer, Field Engineer, or Application Engineer.

See Appendix on page 65 for Training Providers in this occupation.

ELECTRICAL AND ELECTRONIC ENGINEERS

Electrical and Electronic Engineers

Employers Responded: 24 • Employees Covered: 280

Electrical and Electronic Engineers design, develop, test and supervise the manufacture and installation of electrical and electronic equipment, components or systems, computers and related equipment and systems for commercial, industrial, military or scientific use. Please do not include Sales Engineers.

Common job titles used by responding employers: Electrical and Electronic Engineer, Radio Frequency Microwave Engineer, and Product Engineer

WAGES, HOURS, AND STATUS

	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$ 9.11 to \$21.58/hour	\$14.38/hour
New employees with prior experience	\$14.38 to \$28.77/hour	\$18.22/hour
Employees after three years	\$19.18 to \$33.56/hour	\$26.69/hour

Hours: Most employees (70%) work full-time, 40 hours per week weighted average. Some employees (27%) work part-time, 28 hours per week weighted average.

Status: Male - 92% Female - 8% All employees have non-union status.

BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Medical Insurance	96%	Medical Insurance	13%
Paid Vacation	92%	Paid Vacation	13%
Dental Insurance	88%	Dental Insurance	13%
Paid Sick Leave	75%	Paid Sick Leave	13%
Life Insurance	75%	Life Insurance	8%
Retirement Plan	50%	Vision Insurance	4%
Vision Insurance	50%	Retirement Plan	0%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: profit sharing, 401K plan, longevity pay, and accidental death or dismemberment insurance

Other benefits for part-time workers include: long-term disability insurance

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 63% Usually - 25% Sometimes - 13% Never - 0%

All employers require or prefer an average of 31 months (or between 6 and 120 months) of Electrical and Electronic Engineering related work experience. Titles of other experience listed by these employees include System, Design, Test, Hardware or Analog Engineer.

Training acceptable as a substitute for work experience:

Always - 0% Usually - 8% Sometimes - 58% Never - 33%

Required training or certification prior to employment: Many employers (58%) require between 9 and 48 months of training or certification that includes Bachelor of Science Electrical Engineer (BSEE) degree, Technical Certification, Radio Frequency Components/Microwave and Antenna Engineering Discipline.

Education of recent hires: Some college, no degree 57% Graduate study 2%
Bachelor (4 year) degree 42%

OTHER REQUIREMENTS

Computer software skills and desired qualifications: All employers seek computer skills as follows:

Data Base - 57% Word Processing - 57% Spreadsheet - 52% Desktop Publishing - 17%

Other - 57%, C++, ORACLE, Pro Engineering, Horse Power Estimator, Design Software, AutoCad, Compass Tools, MAGIC, Excel, and Windows.

New skills and desired qualifications over the next 3 years: Most employers (63%) reported skills and/or desired qualifications that included networking and keeping up to date with new developments, technology, design and computer programs.

Obsolete skills over the next 3 years: Few employers (less than 20%) reported mechanical drawing, manual tracking of procedures, and non-automated manufacturing.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
460	370	830
Jobs: 1993 - 2,340 2000 - 2,800		
Growth rate: 19.7%		

1997 Estimated Projections, (from 1993-2000 Estimates)		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
66	53	119
Jobs: 2,603 Occupation size: Very large		
Growth rate: 2.8% (Slower than average)		

Ventura County Employment Outlook: This occupation ranks as the 22nd highest occupation with the greatest absolute growth through the year 2000.

State and Nationwide Employment Outlook: The need for electronics manufacturers to invest heavily in research and development to remain competitive will provide openings for graduates who have learned the latest technologies.

California Occupational Guide: Some job growth will be due to increased demand for computers and communications equipment. Consumer demand for electrical and electronic goods and increased research and development on computers, robots, and other types of automation should also create additional jobs. However, further defense related spending cutbacks could adversely affect job outlook.

SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	22%	33%	33%	11%
Fully experienced and qualified:	13%	13%	38%	38%

Source of filled vacancies over the last 12 months: Almost all employers (96%) reported the following information:

Total hired: 197 Temporary - 51% New positions - 37% Employees leaving - 9% Promotions - 3%

Outcome of firms' employment in 1996: Grew - 58% Remained stable - 42% Declined - 0%

Comments reported by employers included:

Growth: *New products; increased business and contracts; have highly skilled people.*

Stability: *Sufficient employees; no major changes; Government contracts do not allow for growth.*

Three-year projections for firms' employment: Grow - 71% Remain stable - 25% Decline - 4%

Comments reported by employers included:

Growth: *New products and technology; pursuing new contracts; increasing advertising.*

Stability: *Decline in defense budget and contracts; have a full staff.*

Decline: *Lost government contract.*

PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Employees' referrals	63%	In-house promotion or transfer	46%
Newspaper ads	63%	Employment Development Dept.	29%
Private employment agencies	54%	Unsolicited applicants	29%

OTHER INFORMATION

Almost all employers (88%) promote their employees to: Senior Electrical and Electronic Engineer, Senior Hardware or Design Engineer, Engineer or Product Manager, or Engineer II to VI.

See Appendix on page 65 for Training Providers in this occupation.

FOOD PREPARATION

Food Preparation Workers

Employers Responded: 18 • Employees Covered: 325

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

Common job titles used by responding employers: Food Preparation Worker, Food Service Worker, and Cafeteria Assistant

WAGES, HOURS, AND STATUS

	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$5.00 to \$ 7.95/hour	\$5.25/hour
New employees with prior experience	\$5.00 to \$ 8.91/hour	\$6.75/hour
Employees after three years	\$5.00 to \$12.72/hour	\$8.13/hour

Hours: Many employees (45%) work full-time, 39 hours per week weighted average.

Many employees (52%) work part-time, 17 hours per week weighted average.

Status: Male - 44% Female - 56% Some employees (26%) have union status.

BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Paid Vacation	73%	Paid Vacation	20%
Medical Insurance	53%	Paid Sick Leave	20%
Paid Sick Leave	40%	Medical Insurance	13%
Dental Insurance	40%	Retirement Plan	13%
Life Insurance	40%	Life Insurance	7%
Retirement Plan	33%	Dental Insurance	7%
Vision Insurance	20%	Vision Insurance	7%
Child Care	13%	Child Care	7%

Other benefits for full-time workers include: employee point benefits

Other benefits for part-time workers include: merchandise credit

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 0% Usually - 17% Sometimes - 17% Never - 67%

Some employers (33%) require or prefer an average of 7 months (or between 3 and 12 months) of Food Preparation Workers related experience.

Training acceptable as a substitute for work experience:

Always - 56% Usually - 11% Sometimes - 33% Never - 0%

Required training or certification prior to employment: None reported.

Education of recent hires: High school or equivalent 58%
Less than high school 42%

OTHER REQUIREMENTS

Computer software skills and desired qualifications: None reported.

New skills and desired qualifications over the next 3 years: None reported.

Obsolete skills over the next 3 years: None reported.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
770	1,010	1,780
Jobs: 1993 - 3,790	2000 - 4,560	
Growth rate: 20.3%		

1997 Estimated Projections, (from 1993-2000 Estimates)		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
110	144	254
Jobs: 4,230	Occupation size: Very large	
Growth rate: 2.9% (Slower than average)		

Ventura County Employment Outlook: This occupation ranks as the 8th highest occupation with the greatest absolute growth through the year 2000.

State and Nationwide Employment Outlook: This occupation offers many part-time positions, attractive to people seeking a short-term source of income rather than a career.

California State Occupational Guide: Employment in the food service industry is expected to grow at a rate faster than average for other occupations because of an improving economy and a growing population which is eating out more often. Since employers usually do not require prior training or experience in food preparation, the supply of qualified applicants will continue to be much greater than the number of openings.

SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	22%	33%	39%	6%
Fully experienced and qualified:	17%	39%	22%	22%

Source of filled vacancies over the last 12 months:

Total hired: 86 Employees leaving - 70% New positions - 29% Promotions - 1% Temporary - 0%

Outcome of firms' employment in 1996: Grew - 56% Remained stable - 44% Declined - 0%

Comments reported by employers included:

Growth: Increased customers; expansion of facilities; seasonal growth.

Stability: Present employees able to handle workload; budget constraints.

Three-year projections for firms' employment: Grow - 56% Remain stable - 44% Decline - 0%

Comments reported by employers included:

Growth: Expansion; new locations; increase in budget.

Stability: Employees vary with seasons; budget restrictions; expect customer volume to remain the same.

PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Employees' referrals	83%	Employment Development Dept.	44%
Newspaper ads	72%	Unsolicited applicants	33%
In-house promotion or transfer	50%	Public school/Program referrals	28%

OTHER INFORMATION

Almost all employers (94%) promote their employees to Line Cook, Chef, Manager, or Supervisor.

See Appendix on page 65 for Training Providers in this occupation.

GARDENERS, GROUNDSKEEPERS

Gardeners, Groundskeepers - Except Farm

Employers Responded: 19 • Employees Covered: 275

Gardeners and Groundskeepers maintain grounds of public or private property, using hand/power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small-scale landscaping operations. They may dig and prepare graves. Please do not include Groundskeepers who disseminate information to the public and patrol public parks to enforce rules and regulations and to detect fires.

Common job titles used by responding employer: Gardener, Groundskeeper, and Greenskeeper/Golf Course Maintenance Worker

WAGES, HOURS, AND STATUS

	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$5.00 to \$ 9.90/hour	\$5.50/hour
New employees with prior experience	\$5.15 to \$10.99/hour	\$6.47/hour
Employees after three years	\$6.00 to \$11.60/hour	\$8.00/hour

Hours: Almost all employees (92%) work full-time, 40 hours per week weighted average. Few employees work part-time, 13 hours per week weighted average, or work as seasonal workers, 50 hours per week weighted average.

Status: Male - 98% Female - 2% Few employees (less than 20%) have union status.

BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Paid Vacation	94%	Paid Vacation	12%
Medical Insurance	82%	Paid Sick Leave	12%
Paid Sick Leave	71%	Retirement Plan	12%
Dental Insurance	65%	Dental Insurance	0%
Life Insurance	65%	Life Insurance	0%
Retirement Plan	47%	Medical Insurance	0%
Vision Insurance	41%	Vision Insurance	0%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: incentive pay

Other benefits for part-time workers include: profit sharing

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 21% Usually - 11% Sometimes - 32% Never - 37%

Most employers (63%) require or prefer an average of 9 months (or between 1 and 24 months) of Gardener and Groundskeeper related work experience. Other experience listed by these employers includes irrigation and landscaping.

Training acceptable as a substitute for work experience:

Always - 16% Usually - 37% Sometimes - 37% Never - 11%

Required training or certification prior to employment: Few employers (less than 20%) require 12 months of training or certification that includes pesticides, pruning, and equipment maintenance.

Education of recent hires: High school or equivalent 70% Some college, no degree 2%
Less than high school 28%

■ OTHER REQUIREMENTS

Computer software skills and desired qualifications: None reported.

New skills and desired qualifications over the next 3 years: Few employers (less than 20%) reported skills and/or desired qualifications that included learning to operate sophisticated equipment, water conservation, irrigation technology, knowledge of native plants, and equipment maintenance.

Obsolete skills over the next 3 years: Few employers (less than 20%) reported manual mowing.

■ SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections

<i>Growth</i>	<i>Separations</i>	<i>Total</i>
320	150	470

Jobs: 1993 - 1,530 2000 - 1,850

Growth rate: 20.9%

1997 Estimated Projections, (from 1993-2000 Estimates)

<i>Growth</i>	<i>Separations</i>	<i>Total</i>
46	21	67

Jobs: 1,713 Occupation size: Very large

Growth rate: 3.0% (Slower than average)

Ventura County Employment Outlook: This occupation ranks as the 35th highest occupation with the greatest absolute growth through the year 2000.

State and Nationwide Employment Outlook: Because of high turnover in this occupation, a large number of job openings are expected to result from the need to replace workers who transfer to other occupations or leave the labor force.



Guards

Guards and Watch Guards

Employers Responded: 17 • Employees Covered: 890

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments and they control traffic to and from buildings and grounds.

Common job titles used by responding employers: Guards, Security Officer, and Patrol Guards

WAGES, HOURS, AND STATUS

	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$ 5.50 to \$ 8.88/hour	\$6.50/hour
New employees with prior experience	\$ 6.00 to \$ 9.21/hour	\$7.40/hour
Employees after three years	\$ 7.00 to \$10.41/hour	\$7.60/hour

Hours: **Many** employees (59%) work full-time, 40 hours per week weighted average. **Some** employees (32%) work part-time, 21 hours per week weighted average.

Status: **Male** - 74% **Female** - 26% **Few** employees (less than 20%) have union status.

BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Medical Insurance	82%	Medical Insurance	18%
Paid Vacation	82%	Paid Vacation	18%
Dental Insurance	82%	Dental Insurance	18%
Life Insurance	73%	Paid Sick Leave	18%
Vision Insurance	64%	Vision Insurance	18%
Retirement Plan	36%	Retirement Plan	18%
Paid Sick Leave	27%	Life Insurance	0%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: employee meals and COBRA

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 6% Usually - 29% Sometimes - 12% Never - 53%

Many employers (47%) require or prefer an average of 11 months (or between 3 and 24 months) of Guard and Watchguard related work experience. **Few** of these employers (less than 20%) seek an average of 24 months of armored truck driver experience.

Training acceptable as a substitute for work experience:

Always - 41% Usually - 18% Sometimes - 41% Never - 0%

Required training or certification prior to employment: **Many** employers (41%) require between 1 and 6 months of training or certification that includes security training school, self defense, and fire safety and loss prevention. Other requirements reported by these employers include Gun Permit, Baton Permit, and Tear Gas Permit.

Education of recent hires: High school or equivalent 95%
Some college, no degree 5%

OTHER REQUIREMENTS

Computer software skills and desired qualifications: Few employers (less than 20%) seek computer skills as follows:

Data Base - 50% Word Processing - 50%

New skills and desired qualifications over the next 3 years: Few employers (less than 20%) reported skills and/or desired qualifications that included the ability to monitor computerized security systems, and marksmanship.

Obsolete skills over the next 3 years: None reported.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
500	210	710
Jobs: 1993 - 1,290 2000 - 1,790		
Growth rate: 38.8%		

1997 Estimated Projections, (from 1993-2000 Estimates)		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
71	30	101
Jobs: 1,576 Occupation size: Large		
Growth rate: 5.5% (Much faster than average)		

Ventura County Employment Outlook: This occupation ranks as the 17th highest occupation with the greatest absolute growth and the 37th highest occupation with the fastest job growth through the year 2000.

State and Nationwide Employment Outlook: Increased concern about crime, vandalism, and terrorism will heighten the need for security in and around plants, stores, offices, and recreation areas. The level of business investment in increasingly expensive plant and equipment, including sophisticated computer systems, is expected to rise, resulting in growth in the number of guard jobs.

California State Occupational Guide: Many employers report that there is a constant oversupply of marginally qualified jobseekers, and a shortage of persons who meet their requirements. Also, there is a high turnover rate due to factors such as low pay and irregular hours. Job opportunities should therefore be best for qualified persons available for night shift work.

SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	18%	47%	29%	6%
Fully experienced and qualified:	18%	35%	35%	12%

Source of filled vacancies over the last 12 months: Almost all employers (94%) reported the following information:

Total hired: 404 Employees leaving - 49% Temporary - 28% New positions - 15% Promotions - 8%

Outcome of firms' employment in 1996: Grew - 29% Remained stable - 65% Declined - 6%

Comments reported by employers included:

Growth: Increased customer base; additional contracts.

Stability: Renewed contracts; sufficient staff for present work sites.

Decline: Lost accounts.

Three-year projections for firms' employment: Grow - 59% Remain stable - 41% Decline - 0%

Comments reported by employers included:

Growth: Increase in crime; greater awareness of security; expansion of facilities; accelerated marketing and advertising.

Stability: Do not anticipate expansion or foresee new contracts.

PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Newspaper ads	88%	In-house promotion or transfer	29%
Employees' referrals	76%	Unsolicited applicants	29%
Employment Development Dept.	35%	Public school/Program referrals	24%

OTHER INFORMATION

Most employers (76%) promote their employees to Supervisor or Manager.

See Appendix on page 65 for Training Providers in this occupation.

LAW CLERKS

Law Clerks

Employers Responded: 17 • Employees Covered: 35

Law Clerks research legal data for briefs or arguments based on statutory law or decisions. They search for and study legal records and documents to obtain data applicable to cases under consideration; prepare rough drafts of briefs or arguments; file pleadings for the law firm with court clerks; serve copies of pleading to opposing counsel; prepare affidavits of documents; and keep document files and correspondence of cases.

Common job titles used by responding employers: Law Clerk, Legal Secretary or Assistant, and Paralegal

■ WAGES, HOURS, AND STATUS

	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$ 5.25 to \$20.00/hour	\$10.36/hour
New employees with prior experience	\$ 7.50 to \$19.71/hour	\$14.38/hour
Employees after three years	\$10.36 to \$28.85/hour	\$16.11/hour

Hours: **Almost all** employees (80%) work full-time, 40 hours per week weighted average. **Few** employees work part-time, 15 hours per week weighted average or on a temporary or seasonal basis.

Status: **Male** - 22% **Female** - 78% **Few** employees (less than 20%) have union status.

■ BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Medical Insurance	100%	Medical Insurance	8%
Paid Vacation	100%	Paid Vacation	8%
Paid Sick Leave	92%	Paid Sick Leave	8%
Life Insurance	62%	Dental Insurance	8%
Retirement Plan	62%	Retirement Plan	0%
Dental Insurance	38%	Life Insurance	0%
Vision Insurance	23%	Vision Insurance	0%
Child Care	15%	Child Care	0%

Other benefits for full-time workers include: tuition reimbursement, and 401K Plan

■ TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 35% Usually - 35% Sometimes - 29% Never - 0%

All employers require or prefer an average of 15 months (or between 6 and 36 months) of Law Clerk related work experience. Other experience listed by these employers includes Legal Secretary, and Paralegal.

Training acceptable as a substitute for work experience:

Always - 0% Usually - 24% Sometimes - 65% Never - 12%

Required training or certification prior to employment: **Many** employers (47%) require between 6 and 36 months of training or certification that includes law school or Paralegal certification.

Education of recent hires:

Some college, no degree	61%
Bachelor (4 year) degree	22%
Associate (2 year) degree	11%
Graduate study	6%

■ OTHER REQUIREMENTS

Computer software skills and desired qualifications: All employers seek computer skills as follows:

Word Processing - 94% Data Base - 24% Spreadsheet - 18% Desktop Publishing - 12%

Other - 29%, Microsoft Word, legal research programs, the Internet, and West Law.

New skills and desired qualifications over the next 3 years: Most employers (76%) reported skills and/or desired qualifications that included knowledge in advanced computer research programs, on-line legal research, Lexus, West Law, and Excel.

Obsolete skills over the next 3 years: Few employers (less than 20%) reported manual legal research, Word Perfect, and DOS.

■ SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections			1997 Estimated Projections, (from 1993-2000 Estimates)		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>	<i>Growth</i>	<i>Separations</i>	<i>Total</i>
70	10	80	10	1	11
Jobs: 1993 - 220 2000 - 290			Jobs: 260 Occupation size: Small		
Growth rate: 31.8%			Growth rate: 4.5% (Faster than average)		

Projections: Estimates are from projections for Legal Assistants, OES Code 283020.

Ventura County employer statements: Many employers (41%) stated that Law Clerks are typically law students serving an internship. Few employers (less than 20%) reported that much of their research is now done by Paralegals and with computer software packages, and they no longer hire Law Clerks. These employers also indicated that most Law Clerks become Attorneys after three years.

■ SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	18%	45%	36%	0%
Fully experienced and qualified:	6%	24%	59%	12%

Source of filled vacancies over the last 12 months:

Total hired: 16 Employees leaving - 67% Temporary - 17% New positions - 11% Promotions - 6%

Outcome of firms' employment in 1996: Grew - 18% Remained stable - 59% Declined - 24%

Comments reported by employers included:

Growth: *Additional clients.*

Stability: *Same level of clientele; sufficient staff; legal secretary handles duties.*

Decline: *Decrease in clients; needed qualified Attorneys instead.*

Three-year projections for firms' employment: Grow - 24% Remain stable - 65% Decline - 12%

Comments reported by employers included:

Growth: *Company growing.*

Stability: *Workload stays the same; legal secretaries do the work.*

Decline: *Law Clerks are limited in what they do.*

■ PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Employees' referrals	65%	Private employment agencies	24%
Newspaper ads	59%	Public school/Program referrals	24%
In-house promotion or transfer	35%	Private school referrals	18%

■ OTHER INFORMATION

Many employers (41%) promote their employees to Attorney or Associate Attorney when they pass the California State Bar Examination.

See Appendix on page 65 for Training Providers in this occupation.

MAIDS AND HOUSEKEEPING

Maids and Housekeeping Cleaners

Employers Responded: 19 • Employees Covered: 310

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

Common job titles used by responding employers: Housekeepers, Suitekeepers, Room or Turndown Attendant, and Maids

WAGES, HOURS, AND STATUS

	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$5.00 to \$6.13/hour	\$5.15/hour
New employees with prior experience	\$5.00 to \$7.00/hour	\$5.25/hour
Employees after three years	\$5.45 to \$8.00/hour	\$6.25/hour

Hours: Most employees (71%) work full-time, 30 to 40 hours per week weighted average. Some employees (27%) work part-time, 26 hours per week weighted average.

Status: Male - 9% Female - 91% All employees have non-union status.

BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Paid Vacation	100%	Paid Vacation	27%
Medical Insurance	82%	Paid Sick Leave	27%
Paid Sick Leave	73%	Retirement Plan	18%
Dental Insurance	64%	Dental Insurance	9%
Life Insurance	64%	Life Insurance	9%
Retirement Plan	55%	Medical Insurance	9%
Vision Insurance	36%	Vision Insurance	0%
Child Care	9%	Child Care	0%

Other benefits for full-time and part-time workers include: meals

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 0% Usually - 26% Sometimes - 26% Never - 47%

Many employers (53%) require or prefer an average of 8 months (or between 1 and 12 months) of Maids and Housekeeper related work experience.

Training acceptable as a substitute for work experience:

Always - 32% Usually - 32% Sometimes - 37% Never - 0%

Required training or certification prior to employment: None reported.

Education of recent hires: Less than high school 81%
High school or equivalent 19%

■ OTHER REQUIREMENTS

Computer software skills and desired qualifications: None reported.

New skills and desired qualifications over the next 3 years: Few employers (less than 20%) reported skills and/or desired qualifications that included English literacy and keeping up to date with the latest equipment.

Obsolete skills over the next 3 years: None reported.

■ SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
280	130	410
Jobs: 1993 - 1,230 2000 - 1,510		
Growth rate: 22.8%		

1997 Estimated Projections, (from 1993-2000 Estimates)		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
40	19	59
Jobs: 1,390 Occupation size: Large		
Growth rate: 3.3% (Average)		

Ventura County Employment Outlook: This occupation ranks as the 38th highest occupation with the greatest absolute growth through the year 2000.

State and Nationwide Employment Outlook: This occupation is easy to enter because there are few requirements for formal education and training, turnover is high, and part-time and temporary jobs are plentiful.

California State Occupational Guide: This occupation is expected to grow at an average pace. Openings that will happen due to workers leaving the labor market will account for about as many jobs as those produced by industry expansion. The hotel and motel industry depends on business and tourist travel and should stabilize or grow as the economy recovers. If the level of health care coverage for active and retired workers and their families remain stable, health care facilities should continue to multiply and expand.

■ SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	26%	32%	37%	5%
Fully experienced and qualified:	32%	21%	26%	21%

Source of filled vacancies over the last 12 months:

Total hired: 79 Employees leaving - 68% New positions - 22% Temporary - 6% Promotions - 4%

Outcome of firms' employment in 1996: Grew - 37% Remained stable - 58% Declined - 5%

Comments reported by employers included:

Growth: *Improved economy; increased number of travelers.*

Stability: *Operating at maximum capacity; sufficient staff; size of facilities remained the same.*

Decline: *Decrease in business; competition.*

Three-year projections for firms' employment: Grow - 37% Remain stable - 58% Decline - 5%

Comments reported by employers included:

Growth: *Increase in travel will require additional lodgings; expanding facilities; improving economy.*

Stability: *Operating at capacity; stable clientele.*

Decline: *Continued slow down in business.*

■ PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>
Newspaper ads	79%
Employees' referrals	74%
Unsolicited applicants	37%

<i>Source</i>	<i>Percent</i>
Employment Development Dept.	32%
Transfer	32%
Private employment agencies	5%

■ OTHER INFORMATION

Many employers (58%) promote their employees to Supervisor, Inspector, Office Coordinator, Lead Housekeeper, Team Captain, or Front Desk Clerk.

MAINTENANCE REPAIRERS

Maintenance Repairers - General Utility

Employers Responded: 26 • Employees Covered: 140

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

Common job titles used by responding employers: Maintenance Worker, Plant Repairer, and Lineman

WAGES, HOURS, AND STATUS

	Union		Non-Union	
	<i>Range</i>	<i>Median</i>	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$11.12 to \$11.12/hour	\$11.12/hour	\$5.00 to \$12.21/hour	\$ 6.25/hour
New employees with prior experience	\$11.86 to \$24.75/hour	\$13.15/hour	\$6.50 to \$14.00/hour	\$ 9.48/hour
Employees after three years	\$13.76 to \$32.00/hour	\$14.51/hour	\$7.00 to \$20.00/hour	\$11.06/hour

Hours: Almost all employees (99%) work full-time, 32 to 40 hours per week weighted average.

Status: Male - 100% Female - 0% Most employees (62%) have union status.

BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Medical Insurance	95%	Medical Insurance	5%
Paid Sick Leave	81%	Paid Sick Leave	5%
Dental Insurance	81%	Dental Insurance	5%
Life Insurance	76%	Paid Vacation	5%
Paid Vacation	71%	Retirement Plan	5%
Retirement Plan	67%	Vision Insurance	5%
Vision Insurance	62%	Life Insurance	0%
Child Care	10%	Child Care	0%

Other benefits for full-time workers include: wellness bonus

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 50% Usually - 31% Sometimes - 15% Never - 4%

Almost all employers (96%) require or prefer an average of 22 months (or between 3 and 60 months) of Maintenance Repairer related work experience.

Training acceptable as a substitute for work experience:

Always - 4% Usually - 23% Sometimes - 54% Never - 19%

Required training or certification prior to employment: Few employers (less than 20%) require between 3 and 24 months of training or certification that includes Backflow Water System Certificate and apprenticeship certification.

Education of recent hires: Less than high school 44%
High school or equivalent 44%
Some college, no degree 11%

OTHER REQUIREMENTS

Computer software skills and desired qualifications: Few employers (less than 20%) seek computer skills as follows:

Word Processing - 100% Data Base - 0% Spreadsheet - 0% Desktop Publishing - 0%

New skills and desired qualifications over the next 3 years: Many employers (46%) reported skills and/or desired qualifications that included computer skills, Computer Numerical Control (CNC), new applicable programs, and keeping up with new trends, equipment and procedures.

Obsolete skills over the next 3 years: Few employers (less than 20%) reported hands-on manual repair.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections			1997 Estimated Projections, (from 1993-2000 Estimates)		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>	<i>Growth</i>	<i>Separations</i>	<i>Total</i>
550	260	810	79	37	116
Jobs: 1993 - 2,180 2000 - 2,730			Jobs: 2,494 Occupation size: Very large		
Growth rate: 25.2%			Growth rate: 3.6% (Average)		

Ventura County Employment Outlook: This occupation ranks as the 15th highest occupation with the greatest absolute growth through the year 2000.

State and Nationwide Employment Outlook: Job opportunities for people who want to be general maintenance mechanics should be plentiful through the year 2005. Employment is related to the number of buildings and amount of equipment needing maintenance and repair. Employment growth - expected to be about as fast as the average for all occupations through the year 2005 - will occur as the number of office and apartment buildings, stores, schools, hospitals, hotels, and factories increase. Although the pace of construction of these facilities is expected to be slower than in the past, many opportunities arise because this is a large occupation with significant turnover, and many replacements are needed for those who leave the occupation.

SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	23%	38%	23%	15%
Fully experienced and qualified:	19%	31%	23%	27%

Source of filled vacancies over the last 12 months: Almost all employers (96%) reported the following information:

Total hired: 27 Employees leaving - 67% New positions - 22% Promotions - 7% Temporary - 4%

Outcome of firms' employment in 1996: Grew - 19% Remained stable - 73% Declined - 8%

Comments reported by employers included:

Growth: *New locations; more equipment to maintain; increase in business; end of construction recession.*

Stability: *Sufficient staff; budget constrictions; stable workforce; size of maintenance areas has not increased.*

Decline: *Attrition.*

Three-year projections for firms' employment: Grow - 35% Remain stable - 62% Decline - 4%

Comments reported by employers included:

Growth: *Expanding; increasing orders; growth with deregulation; increased requirements for preventive maintenance.*

Stability: *Budget does not allow for growth; operating at capacity; no foreseeable expansion.*

Decline: *Reduction in work force and costs.*

PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Employees' referrals	69%	Employment Development Dept.	23%
Newspaper ads	69%	Public school/Program referrals	19%
In-house promotion or transfer	54%	Private employment agencies	15%

OTHER INFORMATION

Most employers (62%) promote their employees to Lead or Mechanic Foreperson, Manager, Carpenter, Plumber, Electrician, or Painter.

See Appendix on page 65 for Training Providers in this occupation.

MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

Employers Responded: 23 • Employees Covered: 69

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

Common job titles used by responding employers: Marketing Manager or Director, Promotion Manager, and Product or Merchandising Manager

WAGES, HOURS, AND STATUS

	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$ 8.00 to \$20.00/hour	\$ 9.59/hour
New employees with prior experience	\$10.00 to \$28.77/hour	\$15.00/hour
Employees after three years	\$12.95 to \$38.36/hour	\$20.93/hour

Hours: **Almost all** employees (91%) work full-time, 41 hours per week weighted average. **Few** employees work part-time, 18 hours per week weighted average.

Status: **Male** - 36% **Female** - 64% **All** employees have non-union status.

BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Paid Vacation	100%	Retirement Plan	18%
Medical Insurance	95%	Paid Vacation	14%
Paid Sick Leave	86%	Paid Sick Leave	14%
Life Insurance	73%	Medical Insurance	14%
Dental Insurance	68%	Life Insurance	9%
Retirement Plan	64%	Dental Insurance	5%
Vision Insurance	55%	Vision Insurance	5%
Child Care	9%	Child Care	0%

Other benefits for full-time workers include: 401K Plan

Other benefits for part-time workers include: 401K Plan and Cafeteria Plan

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 70% Usually - 22% Sometimes - 4% Never - 4%

Almost all employers (96%) require or prefer an average of 24 months (or between 6 and 60 months) of marketing, advertising and Public Relations Manager related work experience. Other experience listed by some of these employers includes general sales, journalism, and account services.

Training acceptable as a substitute for work experience:

Always - 0% Usually - 9% Sometimes - 57% Never - 35%

Required training or certification prior to employment: **Some** employers (26%) require between 24 and 48 months of training or certification that includes: Bachelor of Arts, Science, Journalism, or English, and Associate in Statistical Analysis.

Education of recent hires: Bachelor (4 year) degree 92%
Some college, no degree 6%
High school or equivalent 3%

OTHER REQUIREMENTS

Computer software skills and desired qualifications: Almost all employers (96%) seek computer skills as follows:

Word Processing - 95% Spreadsheet - 91% Data Base - 68% Desktop Publishing - 55%

Other - 32%, Microsoft Office, Graphics Design, PageMaker, Adobe 6.5 and Word Perfect.

New skills and desired qualifications over the next 3 years: Most employers (78%) reported skills and/or desired qualifications that included Internet Web Site Design, Multi-Media, Windows, and keeping up with advanced computer technology, new programs, upgrades, and new sales products.

Obsolete skills over the next 3 years: Manual art, design and graphics, painting, telemarketing, dictation, and Word Perfect 5.1.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
390	160	550
Jobs: 1993 - 1,170 2000 - 1,560		
Growth rate: 33.3%		

1997 Estimated Projections, (from 1993-2000 Estimates)		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
56	23	79
Jobs: 1,393 Occupation size: Large		
Growth rate: 4.8% (Faster than average)		

Ventura County Employment Outlook: This occupation ranks as the 27th highest occupation with the greatest absolute growth and the 48th highest occupation with the fastest job growth through the year 2000.

State and Nationwide Employment Outlook: Increasingly intense domestic and global competition in products and services offered to consumers should require greater marketing, promotional, and public relations efforts. Management and Public Relations firms may experience particularly rapid growth as businesses increasingly hire contractors for these services rather than support additional full time staff. Projected employment growth varies by industry.

California State Occupational Guide: Public Relations Representatives rank among the top fifty fastest growth occupations in California. Individuals with education and related experience will have the career advantage.

SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	0%	43%	43%	14%
Fully experienced and qualified:	9%	26%	35%	30%

Source of filled vacancies over the last 12 months:

Total hired: 36 Employees leaving - 50% New positions - 28% Promotions - 19% Temporary - 3%

Outcome of firms' employment in 1996: Grew - 30% Remained stable - 61% Declined - 9%

Comments reported by employers included:

Growth: Increased business; need for corporate recognition; expanded product lines.

Stability: Sufficient staff; business remained stable; do not foresee growth.

Decline: Downsizing.

Three-year projections for firms' employment: Grow - 43% Remain stable - 57% Decline - 0%

Comments reported by employers included:

Growth: Expanding market; re-establishing accounts; continued strength in the economy; have marketable products; additional advertising.

Stability: Expect customer base to remain the same; present staff can handle growth.

PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Newspaper ads	83%	Private employment agencies	39%
Employees' referrals	57%	Public school/Program referrals	30%
In-house promotion or transfer	52%	Unsolicited applicants	17%

OTHER INFORMATION

Most employers (65%) promote their employees to management and senior or corporate positions.

See Appendix on page 65 for Training Providers in this occupation.

MECHANICAL ENGINEERING

Mechanical Engineering Technicians and Technologists

Employers Responded: 19 • Employees Covered: 85

Mechanical Engineering Technicians and Technologists apply the theory and principles of mechanical engineering to develop and test machinery and equipment under the direction of engineering staff and physical scientists.

Common job titles used by responding employers: Mechanical Engineering Technician and Designers

■ WAGES, HOURS, AND STATUS

	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$10.00 to \$25.00/hour	\$14.43/hour
New employees with prior experience	\$ 8.00 to \$23.97/hour	\$15.27/hour
Employees after three years	\$14.00 to \$28.77/hour	\$20.00/hour

Hours: **Almost all** employees (98%) work full-time, 42 hours per week weighted average.

Status: **Male** - 98% **Female** - 2% **All** employees have non-union status.

■ BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Medical Insurance	100%	Medical Insurance	11%
Paid Vacation	100%	Dental Insurance	5%
Life Insurance	89%	Life Insurance	5%
Paid Sick Leave	84%	Paid Sick Leave	0%
Retirement Plan	84%	Retirement Plan	0%
Dental Insurance	79%	Paid Vacation	0%
Vision Insurance	53%	Vision Insurance	0%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: paid holidays

■ TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 68% Usually - 21% Sometimes - 11% Never - 0%

All employers require or prefer an average of 30 months (or between 12 and 70 months) of Mechanical Engineering Technician related work experience. Other experience listed by these employers includes Petroleum Engineering, Test Laboratory Specialist, and shop and trade experience.

Training acceptable as a substitute for work experience:

Always - 5% Usually - 5% Sometimes - 58% Never - 32%

Required training or certification prior to employment: **Many** employers (47%) require between 3 and 48 months of training or certification that includes vocational or trade school, computer aided drawing design or drafting (CADD), and Associate or Bachelor of Science degree.

Education of recent hires:

Some college, no degree	54%
Bachelor (4 year) degree	36%
High school or equivalent	7%
Associate (2 year) degree	4%

■ OTHER REQUIREMENTS

Computer software skills and desired qualifications: Almost all employers (87%) seek computer skills as follows:

Spreadsheet - 65% Data Base - 59% Word Processing - 59% Desktop Publishing - 12%

Other - 41%, Microsoft, Windows, Labview Test Software, CAD, CADD, and adaptability to specific programs.

New skills and desired qualifications over the next 3 years: Most employers (74%) reported skills and/or desired qualifications that included the ability to keep up with new technology, programs, and specialized software including CAD, CADD, and AutoCad.

Obsolete skills over the next 3 years: Few employers (less than 20%) reported manual drafting.

■ SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections

<i>Growth</i>	<i>Separations</i>	<i>Total</i>
70	10	80

Jobs: 1993 - 130 2000 - 200

Growth rate: 53.8%

1997 Estimated Projections, (from 1993-2000 Estimates)

<i>Growth</i>	<i>Separations</i>	<i>Total</i>
10	1	11

Jobs: 170 Occupation size: Small

Growth rate: 7.7% (Much faster than average)

Ventura County Employment Outlook: This occupation ranks as the 20th highest occupation with the fastest job growth through the year 2000.

State and Nationwide Employment Outlook: Like engineers, employment of engineering technicians is influenced by local and national economic conditions. The employment outlook also varies with the area of specialization and industry. Technicians whose jobs are defense related may experience fewer opportunities because of defense cutbacks.

California State Occupational Guide: Some growth will occur as U.S. manufacturers turn to cost-saving technologies, including robotics and automation to improve their productivity. Engineers with skills in CAD, computer- integrated- manufacturing (CIM), robotics, and other forefront technologies will be the most competitive.

■ SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	0%	0%	67%	33%
Fully experienced and qualified:	5%	0%	63%	32%

Source of filled vacancies over the last 12 months:

Total hired: 28 New positions - 71% Employees leaving - 25% Promotions - 4% Temporary - 0%

Outcome of firms' employment in 1996: Grew - 37% Remained stable - 58% Declined - 5%

Comments reported by employers included:

Growth: *Expanded contracts and business.*

Stability: *Sufficient staff for business demands; system is at capacity; little turnover.*

Three-year projections for firms' employment: Grow - 53% Remain stable - 47% Decline - 0%

Comments reported by employers included:

Growth: *Working to obtain new contracts; expanding facilities; product growth; have vacant positions that need to be filled.*

Stability: *Growth and expansion have stabilized; government budget not likely to increase; operating at capacity.*

■ PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Newspaper ads	84%	Employment Development Dept.	32%
Employees' referrals	74%	Private employment agencies	26%
In-house promotion or transfer	47%	Unsolicited applicants	16%

■ OTHER INFORMATION

Most employers (79%) promote their employees to Mechanical Engineering Technician Levels II-III, Mechanical Engineer Levels I-V, Senior or Principal Engineer, Supervisor, or Test Engineer.

See Appendix on page 65 for Training Providers in this occupation.

MEDICAL AND CLINICAL

Medical and Clinical Laboratory Assistants

Employers Responded: 17 • Employees Covered: 157

Medical and Clinical Laboratory Assistants perform routine tasks in a medical laboratory. They may set up and operate automated equipment which does not require interpretation or judgment to read the results. They may label, centrifuge, and transfer specimens, transcribe results, and prepare culture media and reagents. They may also perform venipuncture if certified to do so. They work under the supervision of a Medical Laboratory Technologist.

Common job titles used by responding employers: Laboratory Assistant, Phlebotomist, and Ancillary Operations Technicians

WAGES, HOURS, AND STATUS

	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$7.50 to \$10.00/hour	\$ 8.25/hour
New employees with prior experience	\$7.79 to \$11.03/hour	\$ 9.00/hour
Employees after three years	\$9.00 to \$12.00/hour	\$11.00/hour

Hours: Most employees (79%) work full-time, 40 hours per week weighted average. Few employees work part-time, 22 hours per week weighted average.

Status: Male - 24% Female - 76% Few employees (less than 20%) have union status.

BENEFITS

<i>Full-Time Employees</i>	<i>Firms Providing</i>	<i>Part-time employees</i>	<i>Firms Providing</i>
Paid Vacation	100%	Paid Vacation	38%
Paid Sick Leave	100%	Paid Sick Leave	38%
Life Insurance	94%	Medical Insurance	38%
Medical Insurance	94%	Life Insurance	31%
Dental Insurance	88%	Retirement Plan	31%
Retirement Plan	88%	Dental Insurance	25%
Vision Insurance	75%	Vision Insurance	19%
Child Care	13%	Child Care	6%

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 65% Usually - 18% Sometimes - 12% Never - 6%

Almost all employers (94%) require or prefer an average of 10 months (or between 3 and 24 months) of Medical and Clinical Laboratory Assistant related work experience. Other experience listed by these employers includes glassware cleansing, and autoclaving.

Training acceptable as a substitute for work experience:

Always - 12% Usually - 12% Sometimes - 35% Never - 41%

Required training or certification prior to employment: Many employers (47%) require between 1 and 4 months of training or certification that includes phlebotomy certification.

Education of recent hires: High school or equivalent 63%
Bachelor (4 year) degree 20%
Some college, no degree 18%

OTHER REQUIREMENTS

Computer software skills and desired qualifications: Most employers (76%) seek computer skills as follows:

Word Processing - 47% Data Base - 33% Spreadsheet - 20% Desktop Publishing - 0%

Other - 47%, Data Entry, Medical Information System, and Reference Laboratory System.

New skills and desired qualifications over the next 3 years: Many employers (47%) reported skills and/or desired qualifications that included computer skills, the ability to keep current with new programs, procedures, tools and machines, typing on digital machine, and growing cell cultures.

Obsolete skills over the next 3 years: None reported.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
30	20	50
Jobs: 1993 - 190 2000 - 220		
Growth rate: 15.8%		

1997 Estimated Projections, (from 1993-2000 Estimates)		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
4	3	7
Jobs: 207 Occupation size: Small		
Growth rate: 2.3% (Slower than average)		

State and Nationwide Employment Outlook: Overall, employment of clinical laboratory workers is expected to grow about as fast as the average for all occupations through the year 2005. Technological changes will have two opposite effects on employment. New, more powerful diagnostic tests will encourage more testing and spur employment. However, advances in laboratory automation and simpler tests, which make it possible for each worker to perform more tests, should slow growth. Research and development efforts are targeted at simplifying routine testing procedures so that non-laboratory personnel, physicians and patients in particular, can perform tests now done in laboratories. Also, robots may prepare specimens, a job now done by technologists and technicians. Fastest growth is expected in independent medical laboratories, as hospitals continue to send them a greater share of their testing.

SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	17%	33%	33%	17%
Fully experienced and qualified:	6%	38%	38%	19%

Source of filled vacancies over the last 12 months: Almost all employers (88%) reported the following information:

Total hired: 40 Employees leaving - 55% New positions - 30% Temporary - 10% Promotions - 5%

Outcome of firms' employment in 1996: Grew - 29% Remained stable - 59% Declined - 12%

Comments reported by employers included:

Growth: Increased workload; need more staff to increase efficiency.

Stability: Same clients; budget restrictions; limited contracts; operational quarters too limited to expand.

Decline: Loss of contracts due to HMO's; sale of internal laboratory.

Three-year projections for firms' employment: Grow - 59% Remain stable - 35% Decline - 6%

Comments reported by employers included:

Growth: Expanding patient services; increase of doctors in area; aggressive marketing and advertising; negotiating for new contracts.

Stability: Same patient load; sufficient staff to take care of future activity; tighter budgets; limited contracts.

Decline: Limited needs.

PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Newspaper ads	88%	Internet	24%
Employees' referrals	65%	Unsolicited applicants	24%
In-house promotion or transfer	41%	Employment Development Dept.	18%

OTHER INFORMATION

Most employers (71%) promote their employees to Medical Laboratory Assistant II, III, Laboratory Technologist, or Supervisor.

See Appendix on page 65 for Training Providers in this occupation.

NURSERY WORKERS

Nursery Workers

Employers Responded: 21 • Employees Covered: 648

Nursery Workers work in nursery facilities planting, cultivating, harvesting, and transplanting trees, shrubs, or plants. Please do not include workers whose primary duties involve sales or cashiering.

Common job titles used by responding employers: Nursery Laborer, Production Worker, and Field Workers

■ WAGES, HOURS, AND STATUS

	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$5.00 to \$7.20/hour	\$5.15/hour
New employees with prior experience	\$5.00 to \$7.50/hour	\$5.50/hour
Employees after three years	\$5.50 to \$9.08/hour	\$6.75/hour

Hours: Almost all employees (97%) work full-time, 48 hours per week weighted average.

Status: Male - 79% Female - 21% All employees have non-union status.

■ BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Paid Vacation	94%	Paid Vacation	0%
Medical Insurance	75%	Medical Insurance	0%
Life Insurance	56%	Life Insurance	0%
Paid Sick Leave	44%	Paid Sick Leave	0%
Dental Insurance	38%	Dental Insurance	0%
Retirement Plan	38%	Retirement Plan	0%
Vision Insurance	19%	Vision Insurance	0%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: incentive pay

■ TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 0% Usually - 24% Sometimes - 33% Never - 43%

Many employers (57%) require or prefer an average of 7 months (or between 3 and 24 months) of Nursery Worker related work experience.

Training acceptable as a substitute for work experience:

Always - 38% Usually - 24% Sometimes - 38% Never - 0%

Required training or certification prior to employment: Few employers (less than 20%) require 6 months of training in nursery products and chemicals.

Education of recent hires: Less than high school 91%
High school or equivalent 9%

OTHER REQUIREMENTS

Computer software skills and desired qualifications: None reported.

New skills and desired qualifications over the next 3 years: Few employers (less than 20%) reported skills and/or desired qualifications that included Pest Management or computer knowledge. **Most** of these employers (67%) will require some computer knowledge.

Obsolete skills over the next 3 years: None reported.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
140	80	220

Jobs: 1993 - 320 2000 - 460

Growth rate: 43.8%

1997 Estimated Projections, (from 1993-2000 Estimates)

<i>Growth</i>	<i>Separations</i>	<i>Total</i>
20	11	31

Jobs: 400 Occupation size: Medium

Growth rate: 6.3% (Much faster than average)

Ventura County Employment Outlook: This occupation ranks as the 30th highest occupation with the fastest job growth through the year 2000.

California State Occupational Guide: California is the leading state in the production and use of ornamental plants in landscape projects and floral designing. Job opportunities are primarily dependent on the construction industry, particularly home building. If the economy continues to recover, there should be a demand for trained nursery workers throughout the 1990's.

SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	43%	19%	33%	5%
Fully experienced and qualified:	29%	19%	38%	14%

Source of filled vacancies over the last 12 months:

Total hired: 110 New positions - 41% Employees leaving - 35% Temporary - 17% Promotions - 7%

Outcome of firms' employment in 1996: Grew - 33% Remained stable - 57% Declined - 10%

Comments reported by employers included:

Growth: Increased planting areas; increased sales.

Stability: Same level of sales; stable economy.

Decline: Imported flowers; cuts to sales programs.

Three-year projections for firms' employment: Grow - 52% Remain stable - 48% Decline - 0%

Comments reported by employers included:

Growth: Better utilization of land; increasing crop variations; expanding land use; aggressive advertising including the internet.

Stability: Do not foresee any growth or expansion; stable employees; limited budget.

PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Employees' referrals	90%	In-house promotion or transfer	10%
Newspaper ads	19%	Employment Development Dept.	5%
Unsolicited applicants	19%	Private employment agencies	5%

OTHER INFORMATION

Most employers (67%) promote their employees to Supervisor, Equipment Operators, Crew Foreperson, Irrigator or Manager.

See Appendix on page 65 for Training Providers in this occupation.

OPTICIANS

Opticians - Dispensing and Measuring

Employers Responded: 19 • Employees Covered: 74

Opticians design, measure, fit, and adapt lenses and frames for clients according to written optical prescriptions or specifications. They assist clients with selecting frames according to style and color, measure customers for size of eyeglasses, and coordinate frames with facial and eye measurements and optical prescription. In addition, they prepare work orders for optical laboratories containing instructions for grinding and mounting lenses in frames, verify the exactness of finished lens spectacles, adjust frame and lens position to fit clients, and shape or reshape frames. Please include Contact Lens Opticians.

Common job titles used by responding employers: Optician, Dispensing Optician, Optometric Assistant, and Eyewear Specialist

■ WAGES, HOURS, AND STATUS

	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$5.00 to \$ 9.48/hour	\$ 7.00/hour
New employees with prior experience	\$7.00 to \$11.00/hour	\$ 9.00/hour
Employees after three years	\$9.00 to \$14.58/hour	\$11.00/hour

Hours: **Most** employees (72%) work full-time, 40 hours per week weighted average. **Some** employees (27%) work part-time, 21 hours per week weighted average.

Status: **Male** - 22% **Female** - 78% **All** employees have non-union status.

■ BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Paid Vacation	89%	Paid Vacation	16%
Medical Insurance	74%	Vision Insurance	16%
Paid Sick Leave	68%	Paid Sick Leave	16%
Vision Insurance	53%	Retirement Plan	5%
Retirement Plan	37%	Medical Insurance	0%
Dental Insurance	21%	Dental Insurance	0%
Life Insurance	16%	Life Insurance	0%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: paid holidays and Christmas bonus

■ TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 32% Usually - 37% Sometimes - 16% Never - 16%

Almost all employers (84%) require or prefer an average of 17 months (or between 2 and 60 months) of optician related work experience. Other experience listed by these employers includes manager, medical office receptionist, and retail sales. **Some** employers (32%) reported they will hire without experience and train on the job.

Training acceptable as a substitute for work experience:

Always - 11% Usually - 11% Sometimes - 63% Never - 16%

Required training or certification prior to employment: **Many** employers (47%) require between 6 and 24 months of training or certification that includes American Board of Opticians (ABO) certification or license.

Education of recent hires: Some college, no degree 88%
High school or equivalent 12%

OTHER REQUIREMENTS

Computer software skills and desired qualifications: Many employers (58%) seek computer skills as follows:

Word Processing - 55% Data Base - 9% Spreadsheet - 9% Desktop Publishing - 0%

Other - 45%, Data Entry and Word Perfect.

New skills and desired qualifications over the next 3 years: Most employers (68%) reported skills and/or desired qualifications that included computer skills, able to keep current with new procedures, trends and optical programs, claims processing over the Internet, Therapeutic Pharmaceutical Agent (TPA), and Diagnostic Pharmaceutical Agent (DPA).

Obsolete skills over the next 3 years: Hand neutralizing ophthalmic lenses and manual laboratory skills.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
70	20	90
Jobs: 1993 - 130 2000 - 200		
Growth rate: 53.8%		

1997 Estimated Projections, (from 1993-2000 Estimates)		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
10	3	13
Jobs: 170 Occupation size: Small		
Growth rate: 7.7% (Much faster than average)		

Ventura County Employment Outlook: This occupation ranks as the 21st highest occupation with the fastest job growth through the year 2000.

State and Nationwide Employment Outlook: Demand is expected to grow in response to products such as special lens treatments; photochromic lenses, now available in plastic as well as glass; tinted lenses, bifocal, extended wear, and disposable contact lenses. The need to replace those who leave the occupation and employment growth will result in relatively few job openings because the occupation is small.

California State Occupational Guide: While the occupation is expected to grow faster than the average for all occupations in California, the existing supply of qualified workers may already meet the demand of qualified workers in larger cities. Some chain optical dispensing companies left California in recent years, leaving a pool of experienced opticians behind in some metropolitan areas.

SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	8%	23%	62%	8%
Fully experienced and qualified:	11%	11%	47%	32%

Source of filled vacancies over the last 12 months:

Total hired: 25 Employees leaving - 72% New positions - 16% Temporary - 8% Promotions - 4%

Outcome of firms' employment in 1996: Grew - 21% Remained stable - 79% Declined - 0%

Comments reported by employers included:

Growth: *Additional clients; expansion of specialty items.*

Stability: *Clientele base remained steady; staff absorbed increased business; had a good balance of employees.*

Three-year projections for firms' employment: Grow - 53% Remain stable - 47% Decline - 0%

Comments reported by employers included:

Growth: *Growing population that will need glasses; increasing paperwork due to third party payers; plans for expansion; advertising and good reputation; customer satisfaction.*

Stability: *Existing staff could handle growth; do not expect increase in customers; company has no room for growth.*

PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Newspaper ads	95%	Vocational school, trade publications	16%
Employees' referrals	58%	In-house promotion or transfer	16%
Unsolicited applicants	21%	Public school/Program referrals	11%

OTHER INFORMATION

Many employers (47%) promote their employees to management.

See Appendix on page 65 for Training Providers in this occupation.

PHYSICAL THERAPY AIDES

Physical Therapy Aides

Employers Responded: 18 • Employees Covered: 105

Physical Therapy Aides prepare patients and treatment area for physical therapy treatments and assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed-registered Physical Therapist.

Common job titles used by responding employers: Physical Therapy Aides, and Physical Therapy Technicians

WAGES, HOURS, AND STATUS

	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$5.50 to \$ 8.28/hour	\$7.00/hour
New employees with prior experience	\$7.00 to \$ 9.50/hour	\$8.00/hour
Employees after three years	\$8.00 to \$12.05/hour	\$9.50/hour

Hours: Many employees (50%) work full-time, 39 hours per week weighted average. Some employees (37%) work part-time, 23 hours per week weighted average.

Status: Male - 35% Female - 65% Few employees (less than 20%) have union status.

BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Paid Vacation	94%	Paid Vacation	19%
Medical Insurance	88%	Medical Insurance	19%
Paid Sick Leave	88%	Paid Sick Leave	19%
Dental Insurance	69%	Retirement Plan	19%
Life Insurance	63%	Life Insurance	13%
Retirement Plan	50%	Dental Insurance	13%
Vision Insurance	25%	Vision Insurance	6%
Child Care	6%	Child Care	6%

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 17% Usually - 33% Sometimes - 28% Never - 22%

Most employers (78%) require or prefer an average of 5 months (or between 2 and 12 months) of Physical Therapy Aide related work experience. Other experience listed by these employers includes Nurses Aide and Rehabilitation Technician.

Training acceptable as a substitute for work experience:

Always - 17% Usually - 28% Sometimes - 50% Never - 6%

Required training or certification prior to employment: Some employers (33%) require between 3 and 24 months of training or certification that includes Rehabilitation Technician.

Education of recent hires: High school or equivalent 72%
Some college, no degree 28%

OTHER REQUIREMENTS

Computer software skills and desired qualifications: Some employers (33%) seek computer skills as follows:

Word Processing - 67% Data Base - 33% Spreadsheet - 33% Desktop Publishing - 0%

Other - 33%, Billing programs and data entry.

New skills and desired qualifications over the next 3 years: Many employers (50%) reported skills and/or desired qualifications that included keeping current with new procedures, programs and techniques, bio-feedback, functional capacity testing, Isokinetic training, and computer literacy.

Obsolete skills over the next 3 years: Use of hot and cold packs and electrical stimulation.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
80	10	90
Jobs: 1993 - 190 2000 - 270		
Growth rate: 42.1%		

1997 Estimated Projections, (from 1993-2000 Estimates)		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
11	1	12
Jobs: 236 Occupation size: Small		
Growth rate: 6.0% (Much faster than average)		

Projections: Estimates are from Physical Therapy Assistants and Physical Therapy Aides - OES Code 660170.

Ventura County Employment Outlook: This occupation ranks as the 33rd highest occupation with the fastest job growth through the year 2000.

State and Nationwide Employment Outlook: Reports consistently indicate employers currently are having difficulty finding qualified candidates for job openings. Demand for Physical Therapy Aides will continue to rise as the median age of Americans increases.

California State Occupational Guide: Most employers surveyed in 1993 reported a greater demand for Physical Therapy Aides than for assistants. Those who are considering Physical Therapy as a career field may want to enter at the aide level and gain the practical experience and visibility that may be necessary for advancement to licensed assistant positions.

SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	33%	33%	27%	7%
Fully experienced and qualified:	22%	28%	39%	11%

Source of filled vacancies over the last 12 months: Almost all employers (94%) reported the following information:

Total hired: 46 Employees leaving - 85% New positions - 11% Temporary - 4% Promotions - 0%

Outcome of firms' employment in 1996: Grew - 22% Remained stable - 67% Declined - 11%

Comments reported by employers included:

Growth: Expansion of facilities; growth of company; increase in patients.

Stability: Same contracts and patient load; medical field is changing due to managed care and treatments were curtailed.

Decline: Lost contracts due to managed care; downsizing.

Three-year projections for firms' employment: Grow - 61% Remain stable - 33% Decline - 6%

Comments reported by employers included:

Growth: Expansion of facilities; new services; expect new contracts; marketing.

Stability: Sold part of business; expect the volume of patients to remain unchanged.

Decline: Severe cutbacks in health care due to HMO's.

PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Employees' referrals	72%	Unsolicited applicants	22%
Newspaper ads	67%	Employment Development Dept.	11%
Public school/Program referrals	39%	In-house promotion or transfer	11%

OTHER INFORMATION

Some employers (28%) promote their employees to Physical Therapy Aide II, Physical Therapy Assistant, or management.

See Appendix on page 65 for Training Providers in this occupation.

PHYSICAL THERAPY

Physical Therapy Assistants

Employers Responded: 15 • Employees Covered: 30

Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records.

Common job titles used by responding employers: Physical Therapy Assistants

■ WAGES, HOURS, AND STATUS

	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$ 7.00 to \$15.00 /hour	\$11.48 /hour
New employees with prior experience	\$10.00 to \$18.00 /hour	\$14.67 /hour
Employees after three years	\$11.50 to \$21.00 /hour	\$17.12 /hour

Hours: Most employees (77%) work full-time, 32 to 39 hours per week weighted average. Few employees (less than 20%) work part-time, 25 hours per week weighted average.

Status: Male - 7% Female - 93% All employees have non-union status.

■ BENEFITS

<i>Full-Time Employees</i>	<i>Firms Providing</i>	<i>Part-time employees</i>	<i>Firms Providing</i>
Paid Vacation	93%	Paid Vacation	21%
Medical Insurance	86%	Medical Insurance	21%
Paid Sick Leave	79%	Paid Sick Leave	21%
Dental Insurance	64%	Retirement Plan	21%
Life Insurance	64%	Life Insurance	21%
Retirement Plan	50%	Dental Insurance	14%
Vision Insurance	29%	Vision Insurance	7%
Child Care	7%	Child Care	7%

Other benefits for full-time workers include: bonuses

Other benefits for part-time workers include: profit sharing

■ TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 47% Usually - 40% Sometimes - 13% Never - 0%

All employers require or prefer an average of 15 months (or between 6 and 36 months) of Physical Therapy Assistant related work experience.

Training acceptable as a substitute for work experience:

Always - 7% Usually - 27% Sometimes - 53% Never - 13%

Required training or certification prior to employment: All employers require between 8 and 24 months of training or certification that includes Physical Therapy Assistant certification or license.

Education of recent hires:

Associate (2 year) degree	56%
Some college, no degree	22%
High school or equivalent	17%
Graduate study	6%

OTHER REQUIREMENTS

Computer software skills and desired qualifications: Many employers (41%) seek computer skills as follows:

Word Processing: 71% Data Base: 43% Spreadsheet: 29% Desktop Publishing: 0% Other: 14%, Computer literacy.

New skills and desired qualifications over the next 3 years: Most employers (60%) reported skills and/or desired qualifications that included computer skills, Isokinetic training, keeping updated on procedures, treatments, new technical programs for medical management, and joint and soft tissue mobilizations.

Obsolete skills over the next 3 years: Use of Cybex testing, use of hydro-collator packs, and use of hot and cold packs.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections			1997 Estimated Projections, (from 1993-2000 Estimates)		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>	<i>Growth</i>	<i>Separations</i>	<i>Total</i>
80	10	90	11	1	12
Jobs: 1993 - 190 2000 - 270			Jobs: 236 Occupation size: Small		
Growth rate: 42.1%			Growth rate: 6.0% (Much faster than average)		

Projections: Estimates are from Physical Therapy Assistants and Physical Therapy Aides - OES Code 660170

Ventura County Employment Outlook: This occupation ranks as the 33rd highest occupation with the fastest job growth through the year 2000.

State and Nationwide Employment Outlook: Reports consistently indicate employers are currently having difficulty finding qualified candidates for job openings. Demand for Physical Therapy Assistants will continue to rise as the median age of Americans increases. Shortage of physical therapists in many areas makes hiring licensed assistants an attractive alternative. While the number of accredited programs has increased, enrollment in each has not, thus limiting the growth in newly trained assistants. The size of many programs has been limited because of the difficulties in recruiting qualified instructors.

SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	13%	38 %	50%	0%
Fully experienced and qualified:	0%	33%	53%	13%

Source of filled vacancies over the last 12 months: Almost all employers (93%) reported the following information:

Total hired: 18 Employees leaving - 72% New positions - 28% Promotions - 0% Temporary - 0%

Outcome of firms' employment in 1996: Grew - 20% Remained stable - 67% Declined - 13%

Comments reported by employers included:

Growth: *Opened new offices; added staff for better service; increase in patients.*

Stability: *Maintained same amount of patients; had sufficient staff.*

Decline: *Lost contracts due to managed care; hired a full-time therapist.*

Three-year projections for firms' employment: Grow - 53% Remain stable - 47% Decline - 0%

Comments reported by employers included:

Growth: *Expect increase in contracts; possible expansion; field of health care is growing; additional referrals; new marketing techniques.*

Stability: *Do not foresee any major changes; limited growth due the HMO's; present employees will handle growth.*

PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Newspaper ads	80%	Unsolicited applicants	27%
Employees' referrals	47%	Private school referrals	13%
Referrals	27%	Employment Development Dept.	7%

OTHER INFORMATION

Many employers (40%) promote their employees to Physical Therapy Assistant II, Supervisor, or Coordinator.

See Appendix on page 65 for Training Providers in this occupation.

STOCK CLERKS

Stock Clerks - Stockroom, Warehouse, Storage Yard

Employers Responded: 22 • Employees Covered: 504

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Please do not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

Common job titles used by responding employers: Stock Clerks, Warehouse Person, and Technician

WAGES, HOURS, AND STATUS

	<i>Range</i>	<i>Median</i>
New employees with no prior experience	\$5.25 to \$ 9.81/hour	\$6.50/hour
New employees with prior experience	\$5.50 to \$11.79/hour	\$8.00/hour
Employees after three years	\$6.50 to \$14.77/hour	\$9.75/hour

Hours: **Most** employees (68%) work full-time, 40 hours per week weighted average. **Some** employees (31%) work part-time, 24 hours per week weighted average.

Status: **Male** - 69% **Female** - 31% **All** employees have non-union status.

BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Medical Insurance	94%	Paid Sick Leave	11%
Paid Vacation	78%	Paid Vacation	11%
Dental Insurance	72%	Retirement Plan	6%
Life Insurance	56%	Life Insurance	0%
Paid Sick Leave	50%	Medical Insurance	0%
Retirement Plan	50%	Dental Insurance	0%
Vision Insurance	39%	Vision Insurance	0%
Child Care	11%	Child Care	0%

Other benefits for full-time workers include: Defined Benefit Plan, and 401K Plan

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 5% Usually - 27% Sometimes - 36% Never - 32%

Most employers (68%) require or prefer an average of 10 months (or between 3 and 24 months) of Stock Clerk related work experience. Other experience listed by these employers includes forklift operator.

Training acceptable as a substitute for work experience:

Always - 27% Usually - 23% Sometimes - 50% Never - 0%

Required training or certification prior to employment: **Few** employers (less than 20%) require between 1 and 6 months of training or certification that includes forklift operators, and computer terminal access.

Education of recent hires:

High school or equivalent	97%
Bachelor (4 year) degree	2%
Less than high school	1%

■ OTHER REQUIREMENTS

Computer software skills and desired qualifications: Some employers (36%) seek computer skills as follows:

Spreadsheet - 57% Data Base - 43% Word Processing - 43% Desktop Publishing - 0%

Other - 43%, Computer literacy, data entry, and Ask Man/Man.

New skills and desired qualifications over the next 3 years: Some employers (32%) reported skills and/or desired qualifications that included computer literacy, English literacy, use of product control systems, and ability to use a hand-held computer device for inventory.

Obsolete skills over the next 3 years: None reported.

■ SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
340	270	610
Jobs: 1993 - 1,580 2000 - 1,920		
Growth rate: 21.5%		

1997 Estimated Projections, (from 1993-2000 Estimates)		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
49	39	88
Jobs: 1,774 Occupation size: Very large		
Growth rate: 3.1% (Slower than average)		

Ventura County Employment Outlook: This occupation ranks as the 32nd highest occupation with the greatest absolute growth through the year 2000.

State and Nationwide Employment Outlook: This occupation is very large, and many job openings will occur each year to replace those who transfer to other jobs or leave the labor force. Many jobs are entry level, and therefore vacancies are also created by normal career progression. Growing use of computers for inventory control and new automated equipment are expected to slow growth in demand for stock clerks. Employment of stock clerks who work in grocery, general merchandise, department, and apparel and accessories stores is expected to be somewhat less affected by automation since much of their work is done manually on the sales floor and is difficult to automate.

■ SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	33%	29%	33%	5%
Fully experienced and qualified:	23%	36%	36%	5%

Source of filled vacancies over the last 12 months: Almost all employers (91%) reported the following information:

Total hired: 118 Temporary - 39% Employees leaving - 31% Promotions - 19% New positions - 11%

Outcome of firms' employment in 1996: Grew - 45% Remained stable - 55% Declined - 0%

Comments reported by employers included:

Growth: Increased sales; company expanded; greater production needs.

Stability: Volume of business stayed same; sufficient staff; limited budget.

Three-year projections for firms' employment: Grow - 55% Remain stable - 45% Decline - 0%

Comments reported by employers included:

Growth: Anticipating growth; increasing sales; planned expansion; greater production needs.

Stability: Do not expect changes; tighter budgets; sales will not increase enough to require additional employees.

■ PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Newspaper ads	77%	Unsolicited applicants	27%
Employees' referrals	73%	Private employment agencies	18%
In-house promotion or transfer	27%	Employment Development Dept.	14%

■ OTHER INFORMATION

Most employers (68%) promote their employees to Manager, Supervisor, Lead Person, Material Handler, or Senior Stock Clerk.

See Appendix on page 65 for Training Providers in this occupation.

Switchboard Operators

Employers Responded: 20 • Employees Covered: 208

Switchboard Operators operate cord or cordless switchboard to relay incoming, outgoing, and interoffice calls. They may supply information to callers and record messages. In addition to performing duties of Switchboard Operators, workers may also act as receptionists and perform routine clerical work and typing.

Common job titles used by responding employers: PBX/Switchboard Operator, Operator, and Receptionist

WAGES, HOURS, AND STATUS

	Union		Non-Union	
	Range	Median	Range	Median
New employees with no prior experience	\$ 7.04 to \$ 7.04/hour	\$ 7.04/hour	\$5.50 to \$ 9.13/hour	\$ 7.24/hour
New employees with prior experience	\$ 7.04 to \$10.43/hour	\$ 8.73/hour	\$5.75 to \$10.00/hour	\$ 8.52/hour
Employees after three years	\$12.23 to \$12.49/hour	\$12.36/hour	\$7.00 to \$13.65/hour	\$10.28/hour

Hours: **Most** employees (72%) work full-time, 40 hours per week weighted average. **Some** employees (23%) work 40 hours per week weighted average, on a temporary basis.

Status: **Male** - 15% **Female** - 85% **Most** employees (62%) have union status.

BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Medical Insurance	100%	Paid Sick Leave	32%
Paid Vacation	95%	Paid Vacation	32%
Paid Sick Leave	84%	Medical Insurance	26%
Dental Insurance	79%	Dental Insurance	26%
Life Insurance	74%	Retirement Plan	21%
Retirement Plan	74%	Vision Insurance	21%
Vision Insurance	68%	Life Insurance	16%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: paid holidays.

Other benefits for part-time workers include: personal leave.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 25% Usually - 40% Sometimes - 20% Never - 15%

Almost all employers (85%) require or prefer an average of 6 months (or between 1 and 12 months) of switchboard operator related work experience. Other experience reported by these employers includes general office, dispatcher, and customer service.

Training acceptable as a substitute for work experience:

Always - 5% Usually - 15% Sometimes - 70% Never - 10%

Required training or certification prior to employment: **Few** employers (less than 20%) require 6 months of training or certification that includes PBX.

Education of recent hires: High school or equivalent 99%
Some college, no degree 1%

■ OTHER REQUIREMENTS

Computer software skills and desired qualifications: Most employers (75%) seek computer skills as follows:

Word Processing - 71% Data Base - 36% Spreadsheet - 29% Desktop Publishing - 1% Other - 43%, Computer literacy, Quickbooks, Data entry, and Star Telephone System.

New skills and desired qualifications over the next 3 years: Many employers (40%) reported skills and/or desired qualifications that included knowledge of Excel, Word, E-mail, computerized phone systems, and customer service skills.

Obsolete skills over the next 3 years: Multi-line system and typing.

■ SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
-10	100	90
Jobs: 1993 - 560 2000 - 550		
Growth rate: 1.8%		

1997 Estimated Projections, (from 1993-2000 Estimates)		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
-1	14	13
Jobs: 554 Occupation size: Medium		
Growth rate: -0.3% (Slow decline)		

State and Nationwide Employment Outlook: As older switchboards that require operators to make connections are replaced by ones that route calls automatically, fewer operators will be needed. In addition, voice message systems have proliferated as computers become smaller, cheaper, and more powerful. However, many firms may still keep switchboard operators for the "personal touch" which would somewhat limit the effects of new technology.

California State Occupational Guide: As telephone systems become more fully automated and new touch-tone features are widely used, less operators will be necessary. Voice synthesis has supplanted many operators. In private industry, computerized call handling devices replace operator tasks. Also, many employers are opting to carry cellular telephones in lieu of using telephone answering services, further reducing operator needs. The result is that, aside from a slight increase, most of the job openings available for operators will be those caused by employees who have left.

■ SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	13%	47%	40%	0%
Fully experienced and qualified:	25%	35%	25%	15%

Source of filled vacancies over the last 12 months:

Total hired: 114 Employees leaving: 46% Temporary: 33% Promotions: 19% New positions: 1%

Outcome of firms' employment in 1996: Grew - 10% Remained stable - 75% Declined - 15%

Comments reported by employers included:

Growth: Increased workload; business grew.

Stability: One operator was sufficient; no unusual market demands.

Decline: Consolidation of offices and centralized switchboard; was difficult to find new operators.

Three-year projections for firms' employment: Grow - 20% Remain stable - 70% Decline - 10%

Comments reported by employers included:

Growth: Headquarters project growth; desire to increase staff with good workers.

Stability: Need in this occupation will stay at same level; have long-time employees that do not need to be replaced; do not foresee any increase in business.

Decline: Consolidation of offices; upgrades to telephone system.

■ PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Newspaper ads	90%	Private employment agencies	30%
Employees' referrals	55%	Employment Development Dept.	20%
In-house promotion or transfer	30%	Unsolicited applicants	20%

■ OTHER INFORMATION

Most employers (65%) promote their employees to Administrative Assistant, Customer Service Representative, Operations Manager or District Receptionist.

TEACHERS

Teachers - Elementary School

Employers Responded: 24 • Employees Covered: 3,387

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Please do not include special education teachers who teach only handicapped pupils.

Common job titles used by responding employers: Elementary Teachers, and Middle School Teachers

WAGES, HOURS, AND STATUS

	Union		Non-Union	
	Range	Median	Range	Median
New employees with no prior experience	\$12.29 to \$19.69/hour	\$15.98/hour	\$6.73 to \$11.15/hour	\$ 9.59/hour
New employees with prior experience	\$13.90 to \$22.95/hour	\$18.06/hour	\$7.69 to \$14.47/hour	\$ 9.59/hour
Employees after three years	\$15.60 to \$33.05/hour	\$21.39/hour	\$9.00 to \$15.35/hour	\$11.03/hour

Hours: **Almost all** employees (93%) work full-time, 30 to 39 hours per week weighted average. **Few** employees (less than 20%) work part-time, 23 hours per week weighted average.

Status: Male - 20% Female - 80% **Almost all** employees (95%) have union status.

BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Paid Sick Leave	91%	Retirement Plan	23%
Medical Insurance	86%	Medical Insurance	23%
Dental Insurance	64%	Dental Insurance	18%
Retirement Plan	55%	Vision Insurance	14%
Vision Insurance	50%	Paid Sick Leave	5%
Paid Vacation	36%	Paid Vacation	5%
Life Insurance	36%	Life Insurance	5%
Child Care	27%	Child Care	5%

Other benefits for full-time workers include: half of tuition paid, and family medical and vision

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 33% Usually - 33% Sometimes - 21% Never - 13%

Almost all employers (87%) require or prefer an average of 24 months (or between 6 and 60 months) of elementary school teacher related work experience. Other experience listed by some of these employers include specialty and arts teaching, substitute teaching, and student teaching. **Some** employers (38%) reported that, due to the shortage of Elementary School Teachers, an emergency permit can be issued for first-time only teachers with no experience. They must have verification of employment from a school district, meet certain requirements and agree to enroll in an approved program of studies leading to the appropriate credential.

Training acceptable as a substitute for work experience:

Always - 4% Usually - 17% Sometimes - 50% Never - 29%

Required training or certification prior to employment: **Almost all** employers (92%) require between 10 and 70 months of training or certification that includes California Teachers Credential, 4 years of college with Bachelor of Arts in Education, Early Childhood Education (ECE) units, Early Childhood Development (ECD) units, and California Basic Education Skills and Tests (CBEST).

Education of recent hires:

Graduate study	59%	Associate (2 year) degree	1%
Bachelor (4 year) degree	39%	Some college, no degree	1%

■ OTHER REQUIREMENTS

Computer software skills and desired qualifications: Some employers (25%) seek computer skills as follows:

Word Processing - 83% Data Base - 17% Spreadsheet - 17% Other - 17%, Macintosh.

New skills and desired qualifications over the next 3 years: Some employers (29%) reported skills and/or desired qualifications that included computer skills, data entry, new versions of word processing, and keeping up with training programs.

Obsolete skills over the next 3 years: None reported.

■ SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
180	380	560
Jobs: 1993 - 3,270 2000 - 3,450		
Growth rate: 5.5%		

1997 Estimated Projections, (from 1993-2000 Estimates)		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
26	54	80
Jobs: 3,373 Occupation size: Very large		
Growth rate: 0.8% (Slower than average)		

Ventura County Employment Outlook: This occupation ranks as the 45th highest occupation with the greatest absolute growth through the year 2000.

California State Occupational Guide: During the 1996 Legislative Session the Class Size Reduction Program (Assembly Bill 2449) was approved and enacted. As a result of this legislation, there is an explosive increase in the hiring of Elementary School Teachers occurring across the state of California. Elementary School Teachers rank among the fifty largest growth occupations (new jobs) in California. The demand for Elementary School Teachers is very high in most areas of California. Teachers willing to re-locate to remote rural areas and those who specialize in bilingual/cross cultural, early childhood, and special education may have the best prospects.

■ SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	19%	38%	38%	6%
Fully experienced and qualified:	17%	29%	42%	13%

Source of filled vacancies over the last 12 months:

Total hired: 691 New positions - 68% Employees leaving - 28% Promotions - 4% Temporary - 1%

Outcome of firms' employment in 1996: Grew - 67% Remained stable - 33% Declined - 0%

Comments reported by employers included:

Growth: *Class size reductions increased the number of classrooms; addition of grades; increased enrollment; teachers needed for new instructional subjects.*

Stability: *Operated at capacity; enrollment remained the same.*

Three-year projections for firms' employment: Grow - 54% Remain stable - 46% Decline - 0%

Comments reported by employers included:

Growth: *Expansion of facilities; not at full capacity; Class Size Reduction Program will be implemented; expect enrollment to increase; addition of grades; advertising school facilities.*

Stability: *Operating at full capacity; reduction of class size completed; budget constrictions; do not expect enrollment to change.*

■ PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Newspaper ads	50%	Other (Universities, colleges, job fairs) .	33%
Employees' referrals	46%	Public school/Program referrals	25%
In-house promotion or transfer	46%	Private school referrals	25%

■ OTHER INFORMATION

Many employers (50%) promote their employees to Principal, Administrator, Counselor, or management.

See Appendix on page 65 for Training Providers in this occupation.

TRUCK DRIVERS

Truck Drivers - Heavy or Tractor Trailer

Employers Responded: 19 • Employees Covered: 367

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

Common job titles used by responding employers: Truck Driver, Semi Driver and Ready Mix Driver

WAGES, HOURS, AND STATUS

	Non-Union		Union	
	Range	Median	Range	Median
New employees with no prior experience	\$6.50 to \$12.00/hour	\$ 9.38/hour	\$10.00 to \$13.00/hour	\$11.50/hour
New employees with prior experience	\$7.50 to \$16.00/hour	\$12.00/hour	\$12.00 to \$18.00/hour	\$14.13/hour
Employees after three years	\$8.50 to \$17.50/hour	\$12.50/hour	\$16.25 to \$18.00/hour	\$16.78/hour

Hours: **Almost all** employees (97%) work full-time, 44 hours per week weighted average. **Few** employees (less than 20%) work part-time, 31 hours per week weighted average.

Status: **Male** - 100% **Female** - 0% **Few** employees (less than 20%) have union status.

BENEFITS

<i>Full-time employees</i>	<i>Firms providing</i>	<i>Part-time employees</i>	<i>Firms providing</i>
Medical Insurance	100%	Medical Insurance	0%
Dental Insurance	81%	Dental Insurance	0%
Paid Vacation	81%	Paid Vacation	0%
Life Insurance	75%	Life Insurance	0%
Retirement Plan	56%	Retirement Plan	0%
Paid Sick Leave	50%	Paid Sick Leave	0%
Vision Insurance	50%	Vision Insurance	0%
Child Care	6%	Child Care	0%

Other benefits for full-time workers include: well pay, union benefits, and disability insurance

Other benefits for part-time workers include: bonuses

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work experience required prior to employment:

Always - 58% Usually - 37% Sometimes - 0% Never - 5%

Almost all employers (95%) require or prefer an average of 20 months (or between 3 and 36 months) of truck driver related work experience.

Training acceptable as a substitute for work experience:

Always - 5% Usually - 5% Sometimes - 53% Never - 37%

Required training or certification prior to employment: **Almost all** employers (84%) require between 1 and 12 months of training certification or licensing that includes Class A license, pre-employment driving test or drivers training school.

Education of recent hires: High school or equivalent 78%
Less than high school 22%

■ OTHER REQUIREMENTS

Computer software skills and desired qualifications: None reported.

New skills and desired qualifications over the next 3 years: Few employers (less than 20%) reported skills and/or desired qualifications that included computer skills, and data entry.

Obsolete skills over the next 3 years: None reported.

■ SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
420	200	620
Jobs: 1993 - 1,550 2000 - 1,970		
Growth rate: 27.1%		

1997 Estimated Projections, (from 1993-2000 Estimates)		
<i>Growth</i>	<i>Separations</i>	<i>Total</i>
60	29	89
Jobs: 1,790 Occupation size: Very large		
Growth rate: 3.9% (Faster than average)		

Ventura County Employment Outlook: This occupation ranks as the 25th highest occupation with the greatest absolute growth through the year 2000.

State and Nationwide Employment Outlook: This occupation has among the largest number of job openings each year. The majority will occur as experienced drivers transfer to other fields of work or retire or leave the labor force for other reasons. Because truck driving does not require education beyond high school, competition is expected for jobs with the most attractive earnings and working conditions. Job opportunities may vary from year to year because the amount of freight moved by trucks fluctuates with the economy.

■ SUPPLY AND DEMAND ASSESSMENT

Degree of difficulty employers have in finding qualified applicants:

	<i>Not difficult</i>	<i>A little difficult</i>	<i>Somewhat difficult</i>	<i>Very difficult</i>
Inexperienced:	25%	13%	63%	0%
Fully experienced and qualified:	11%	11%	53%	26%

Source of filled vacancies over the last 12 months:

Total hired: 92 Employees leaving - 52% New positions - 36% Temporary - 7% Promotions - 5%

Outcome of firms' employment in 1996: Grew - 47% Remained stable - 47% Declined - 5%

Comments reported by employers included:

Growth: *Construction recession is over; renewed economic growth; received new accounts and contracts; increased number of trucks.*

Stability: *Customer base did not increase; operating at capacity; present drivers absorbed sales increase; needs were met.*

Decline: *Labor union issues.*

Three-year projections for firms' employment: Grow - 42% Remain stable - 58% Decline - 0%

Comments reported by employers included:

Growth: *Less competition; working actively to increase sales; new accounts; adding more trucks; construction recession is over; more customer contact;*

Stability: *Economy is stable; drivers will absorb any increase in work; do not foresee new accounts or contracts; operating at capacity.*

■ PRIMARY RECRUITMENT METHODS

<i>Source</i>	<i>Percent</i>	<i>Source</i>	<i>Percent</i>
Employees' referrals	74%	In-house promotion or transfer	37%
Newspaper ads	68%	Public school/Program referrals	11%
Unsolicited applicants	42%	Union Hall referrals	11%

■ OTHER INFORMATION

Many employers (53%) promote their employees to Supervisor, Dispatcher, Salesperson, or Manager.

See Appendix on page 65 for Training Providers in this occupation.

Appendix

VENTURA COUNTY TRAINING PROVIDERS

Academy Education Services	P.O. Box 7447, 447 West Fifth Street ... Oxnard, CA 93030	(805) 486-1102
Appraisal Training Services Inc. (ATS)	1601 Carmen Drive, #111 Camarillo, CA 93010	(805) 484-4185
	3900 Birch Street, Suite 109 Newport Beach, CA 92660	(714) 250-4111
California Lutheran University	60 West Olsen Road Thousand Oaks, CA 91360-2787	(805) 493-3839
California Vocational College	1661 Pacific Avenue, Suite #14 Oxnard, CA 93033	(805) 385-9020
Center for Employment Training	730 South "A" Street Oxnard, CA 93030	(805) 487-9821
Conejo Valley Adult Education	1025 Old Farm Road Thousand Oaks, CA 91360	(805) 497-2761
Fillmore Adult Education	P.O. Box 697, 532 "A" Street Fillmore, CA 93016	(805) 524-6084
Golden State College	1690 Universe Circle Oxnard, CA 93033-2441	(805) 483-5876
Goodwill Industries of Southern California	350 Cactus Drive Oxnard, CA 93030	(805) 983-3414
Learning Tree University	72 Moody Court Thousand Oaks, CA 91360	(805) 497-2292
Moorpark College	7075 Campus Road Moorpark, CA 93021	(805) 378-1400
Oxnard Adult School	220 South "K" Street Oxnard, CA 93030	(805) 385-2589
Oxnard College	4000 South Rose Avenue Oxnard, CA 93033	(805) 986-5824
Professional Driver Training School, Inc.	1661 Pacific Avenue, #19 Oxnard, CA 93033	(805) 487-4474
Simi Valley Adult School & Career Institute	3192 Los Angeles Avenue Simi Valley, CA 93065	(805) 579-6200
Southern California Institute of Law	877 South Victoria Avenue, Suite 111 .. Ventura, CA 93003	(805) 644-2327
Superior Technical Institute	520 East Third Street, #B Oxnard, CA 93030	(805) 385-4761
Technology Development Center / Ventura Adult School (VUSD)	5200 Valentine Road Ventura, CA 93003	(805) 676-7316
U.C.S.B. Ventura Extension	3585 Maple Street, Suite #112 Ventura, CA 93003	(805) 644-7261
University of LaVerne	2001 Solar Drive, Suite #250 Oxnard, CA 93030	(805) 981-8030
Ventura College	4667 Telegraph Road Ventura, CA 93003	(805) 654-6372
Ventura College of Law	4475 Market Street Ventura, CA 93003	(805) 658-0511
Ventura County Building & Construction Trades Council AFL-CIO	547 Sandy Circle Oxnard, CA 93030	(805) 981-3812
Ventura County Regional Occupational Program (ROP)	465 Horizon Circle Camarillo, CA 93010-8596	(805) 388-4423

Listing of training providers in this publication does not constitute approval by WDD to provide training as a JTPA vendor.

See next page for providers by occupation

VENTURA COUNTY TRAINING PROVIDERS - *By Occupation*

AUTOMOTIVE MECHANICS (853020)

California Vocational College
Oxnard College
Simi Valley Adult School & Career Institute
Superior Technical Institute
Ventura College
Ventura County Regional Occupational Program

CASHIERS (490230)

Academy Education Services
California Vocational College
Center for Employment
Superior Technical Institute
Technology Development Center / Ventura Adult Education (VUSD)

CHILD CARE WORKERS (680380)

Fillmore Adult Education
Moorpark College
Oxnard College
Simi Valley Adult School & Career Institute
Ventura College
Ventura County Regional Occupational Program

COMPUTER ENGINEERS (221270)

California Lutheran University
Learning Tree University
Moorpark College
UCSB Ventura Extension

CUSTOMER SERVICE REPRESENTATIVES - UTILITIES (553350)

Academy Education Services
Center for Employment Training
Conejo Valley Adult Education
Golden State College
Goodwill Industries of Southern California
Oxnard Adult School
Superior Technical Institute
Technology Development Center / Ventura Adult Education (VUSD)
UCSB Ventura Extension
Ventura College

ELECTRICAL AND ELECTRONIC ENGINEERS (221260)

Learning Tree University
Moorpark College
Oxnard College
UCSB Ventura Extension
Ventura College

ELECTRICAL AND ELECTRONIC ENGINEERING TECHNICIANS AND TECHNOLOGISTS (225050)

Golden State College
Learning Tree University
Moorpark College
Oxnard College
UCSB Ventura Extension
Ventura College

Continued on next page

VENTURA COUNTY TRAINING PROVIDERS - *By Occupation*

FOOD PREPARATION WORKERS (650380)

Oxnard College

GARDENERS, GROUNDSKEEPERS - EXCEPT FARM (790300)

Ventura College

GUARDS AND WATCH GUARDS (630470)

Moorpark College

Ventura College

LAW CLERKS (283020)

Appraisal Training Services, Inc.

Oxnard College

Simi Valley Adult School & Career Institute

Southern California Institute of Law

Technology Development Center / Ventura Adult Education (VUSD)

UCSB Ventura Extension

Ventura College of Law

MAINTENANCE REPAIRERS - GENERAL UTILITY (851320)

Center for Employment Training

Superior Technical Institute

Ventura County Building & Construction Trade & Council AFL-CIO

MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS (130110)

California Lutheran University

Learning Tree University

Moorpark College

Oxnard College

Technology Development Center / Ventura Adult Education (VUSD)

UCSB Ventura Extension

University of La Verne

Ventura College

MECHANICAL ENGINEERING TECHNICIANS & TECHNOLOGISTS (225110)

Learning Tree University

Moorpark College

Ventura College

MEDICAL AND CLINICAL LABORATORY ASSISTANTS (329050)

Center for Employment Training

Conejo Valley Adult Education

Golden State College

Learning Tree University

Moorpark College

Technology Development Center / Ventura Adult Education (VUSD)

NURSERY WORKERS (790050)

Fillmore Adult Education

Ventura College

OPTICIANS - DISPENSING AND MEASURING (325140)

Golden State College

Simi Valley Adult School & Career Institute

Continued on next page

VENTURA COUNTY TRAINING PROVIDERS - *By Occupation*

PHYSICAL THERAPY AIDES (660172)

Conejo Valley Adult Education
Moorpark College
Simi Valley Adult School & Career Institute
Technology Development Center / Ventura Adult Education (VUSD)
Ventura College

PHYSICAL THERAPY ASSISTANTS (660171)

Ventura College
Moorpark College

STOCK CLERKS - STOCKROOM, WAREHOUSE, STORAGE YARD (580230)

UCSB Ventura Extension

TEACHERS - ELEMENTARY SCHOOL (313050)

California Lutheran University
UCSB Extension

TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER (971020)

Professional Driver Training
Ventura County Building & Construction Trades Council AFL-CIO



Please return completed questionnaire to:
County of Ventura Workforce Development Div. JTPA
400 Esplanade Drive, Suite #103
Oxnard, CA 93030

Phone: (805) 981-8215
Fax: (805) 981-8786

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

NAME _____

POSITION: _____

PHONE: _____

FAX: _____

Please complete this questionnaire for the occupation described below. If you have multiple locations, please confine your answers to locations in Ventura County. Please call the number above if you have questions.

TEACHERS - ELEMENTARY SCHOOL

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Please do not include special education teachers who teach only handicapped pupils.

1. What job title(s) do you use for these duties _____

065

2. How many employees do you currently have in this occupation? _____

010

How many of these fall within each of the following categories, and how many hours per week do they work, on average?

NUMBER OF EMPLOYEES

AVERAGE WEEKLY HOURS

Regular, Full Time:

000

001

Regular, Part Time:

000

001

Temporary Or On-Call:

000

001

Seasonal:

000

001

3. Of the people you have hired into this occupation over the last 12 months, how many were hired to fill:

vacancies resulting from promotions within your firm?

000

vacancies resulting from people in permanent positions leaving your firm?

000

new permanent positions resulting from growth?

000

temporary or seasonal positions?

000

4. Of the employees you currently have in this occupation, how many are:

MALE?

000

FEMALE?

001

5. During the last year, did your firm's employment in this occupation. (Please Check One)

DECLINE ☐ 000 1

REMAIN STABLE ☐ 000 2

GROW ☐ 000 1

Why? _____

001

6. Over the next three years, do you expect your firm's employment in this occupation to: (Please Check One)

DECLINE ☐ 000 2

REMAIN STABLE ☐ 000 2

GROW ☐ 000 1

Why? _____

001

7. Are your employees in this occupation members of a union? (Please Check One)

YES ☐ 000 1

NO ☐ 000 2

8. For the people you hire into this occupation, is previous experience required? (Please Check One)

NEVER ☐ 000 2

SOMETIMES ☐ 000 3

USUALLY ☐ 000 2

ALWAYS ☐ 000 1

9. If you require previous experience, what jobs can it be in and how many months of experience meet your qualifications?

(Job Title) _____ 000 1

(Months of Experience) _____ 000 2

(Job Title) _____ 000 3

(Months of Experience) _____ 000 4

10. How difficult is it to find **fully experienced and qualified** applicants? (Please Check One)NOT DIFFICULT ☐ 724 1 A LITTLE DIFFICULT ☐ 721 2 SOMEWHAT DIFFICULT ☐ 721 3 VERY DIFFICULT ☐ 721 411. If you ever hire **inexperienced** applicants (trained or untrained), how difficult is it to find applicants who meet your hiring standards? (Please Check One)NOT DIFFICULT ☐ 731 1 A LITTLE DIFFICULT ☐ 731 2 SOMEWHAT DIFFICULT ☐ 731 3 VERY DIFFICULT ☐ 731 4

12. Is training acceptable as a substitute for experience? (Please Check One)

NEVER ☐ 801 4 SOMETIMES ☐ 801 3 USUALLY ☐ 801 2 ALWAYS ☐ 801 1

13. If training or certification is required prior to employment, please describe what is needed and how much.

(Training or Certification Needed)

108 (Months of Training) 108

14. What level of formal education do most of your recently hired employees in this occupation have? (Please Check One)

LESS THAN HIGH SCHOOL ☐ 140
HIGH SCHOOL OR EQUIVALENT ☐ 141
SOME COLLEGE, BUT NO DEGREE ☐ 142
ASSOCIATE (2 YEAR) DEGREE ☐ 143
BACHELOR (4 YEAR) DEGREE ☐ 144
GRADUATE STUDY ☐ 145

15. What type of computer software skills, if any, do you seek in applicants for this occupation? (Please check all that apply)

WORD PROCESSING ☐ 001 SPREADSHEET ☐ 002 DATABASE ☐ 003 DESKTOP PUBLISHING ☐ 004

Other (Please Specify): 004 005

16. Over the next three years, what new skills are needed to perform the functions of this occupation and what skills are becoming obsolete?

NEW SKILLS:

OBSOLETE SKILLS:

403 403
401 403

17. What is the usual income earned by your employees in this occupation at the following levels of skill and experience? Please separate the base wage or salary from tips and commissions, if applicable.

New Hires With No Experience (Trainee or Untrained):

BASE WAGE OR SALARY

TIPS OR COMMISSIONS

\$ 000 000
\$ 001 001
\$ 002 002

Now Hires Who Are Experienced:

Experienced Employees After Three Years With Your Firm:

Per (Please Check One)

HOUR ☐ 004 H WEEK ☐ 004 W
MONTH ☐ 004 M YEAR ☐ 004 AHOUR ☐ 007 H WEEK ☐ 007 W
MONTH ☐ 007 M YEAR ☐ 007 A

Other (Please specify)

005 005 Other 005 0

18. Does your firm offer benefits to employees in this occupation? (Please Check One)

YES ☐ 500 1 NO ☐ 500 2

If yes, please specify: (Please Check All That Apply)

FULL-TIME

PART-TIME

FULL-TIME

PART-TIME

MEDICAL INSURANCE ☐ 501 502
DENTAL INSURANCE ☐ 501 503
VISION INSURANCE ☐ 501 504
LIFE INSURANCE ☐ 501 505
PAID SICK LEAVE ☐ 501 506
PAID VACATION ☐ 501 507
RETIREMENT PLAN ☐ 501 508
CHILD CARE ☐ 501 509

Other (Please Specify): 508 509

19. Do you ever promote employees from this occupation to higher level position? (Please Check One)

YES ☐ 514 1 NO ☐ 514 2

If yes, please specify:

20. When you recruit employees for this occupation, which of the following methods do you **primarily** use? (Check all that apply)EMPLOYEES' REFERRALS ☐ 371
RECRUIT VIA NEWSPAPER ADS ☐ 372
PRIVATE EMPLOYMENT AGENCIES ☐ 373
HIRE UNSOLICITED APPLICANTS ☐ 374
IN HOUSE PROMOTION OR TRANSFER ☐ 375
PUBLIC SCHOOL OR PROGRAM REFERRALS ☐ 376
PRIVATE SCHOOL REFERRALS ☐ 377
EMPLOYMENT DEVELOPMENT DEPT.
UNION HALL REFERRALS ☐ 378
Other (Please specify): 379**THANK YOU FOR YOUR COOPERATION !**

Would you like to receive the outlook summary for this or any other occupation? (Please check one)

YES ☐ 302 1 NO ☐ 302 2

COUNTY OF VENTURA - WORKFORCE DEVELOPMENT DIVISION***ENHANCED STATE TRAINING INVENTORY SURVEY***

Directions:

⇒ Please complete all items in the GENERAL INFORMATION section and complete one (1) page per program for the PROGRAM-SPECIFIC INFORMATION section.

⇒ Please FAX your completed survey to:

FAX (805) 981-8786

County of Ventura - Workforce Development Division

400 Esplanade Drive, Suite 103

Oxnard, CA 93030

Attention: Theresa Krumhauer

⇒ **PLEASE NOTE: INFORMATION MAY BE PROVIDED TO THE WDD BY TELEPHONE FOR YOUR CONVENIENCE.** Please contact Theresa Krumhauer at (805) 981-8215.

GENERAL INFORMATION

1. Person completing this survey:

Name & Title: _____

Phone: () _____ FAX: () _____

Internet: _____ E-mail: _____

Questions regarding this survey should be directed to: (if different from above)

Name & Title: _____

Phone: () _____ FAX: () _____

Internet: _____ E-mail: _____

2. Training Provider Mailing & Physical Address:

Training Provider Name: _____

Mailing Address: _____

Physical Address: (if different from above)

Enhanced Training Inventory - page 2

Training Provider: _____

GENERAL INFORMATION (continued)

3. Circle your staff's specific area of responsibility:

Financial Aid	Yes	No
VA Approved	Yes	No
On-site Child Care	Yes	No
Job Placement Services	Yes	No
Career/Vocational Assessment	Yes	No
Career/Vocational Counseling	Yes	No

4. Council Private Post Secondary Vocational Education approval: Yes No

5. List current accreditation:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

6. Check the appropriate school type for your training establishment:

- ☐ Four Year College or University
- ☐ Two Year Technical or Community College
- ☐ Public Adult School with Occupational Programs
- ☐ Public Secondary School with Occupational Programs
- ☐ Private Business or Technical School
- ☐ Other Specify: _____

7. Special services provided (please limit to one brief sentence):

8. Please list future training programs:

Enhanced Training Inventory - page 3

Training provider _____

9. The twenty-five (25) occupations the County is surveying employers under the 1997 CCOIS are listed below. Also listed is the Occupational Employment Statistics (OES) code for each occupation. Please list the occupation and the relevant program offered by your organization for this occupation at the bottom of this page. Attach additional pages if needed.

TITLE (OCCUPATIONAL EMPLOYMENT STATISTICS (OES) CODE)

1. Automotive Mechanics (853020)
2. Cashiers (490230)
3. Child Care Workers (680380)
4. Computer Engineers (221270)
5. Customer Service Representative - Utilities (553350)
6. Driver/Sales Workers (971170)
7. Electrical and Electronic Engineers (221260)
8. Electrical and Electronic Engineering Technician and Technologist (225050)
9. Food Preparation Workers (650380)
10. Gardeners, Groundskeepers-Except Farm (790300)
11. Guards and Watch Guards (630470)
12. Law Clerks (283020)
13. Maids and Housekeeping Cleaners (670020)
14. Maintenance Repairers - General Utility (851320)
15. Marketing, Advertising and Public Relations Managers (130110)
16. Mechanical Engineering Technicians and Technologists (225110)
17. Medical and Clinical Laboratory Assistants (329050)
18. Nursery Workers (790050)
19. Opticians - Dispensing and Measuring (325140)
20. Physical Therapy Aides (660172)
21. Physical Therapy Assistants (660171)
22. Stock Clerks - Stockroom, Warehouse, Storage Yard (580230)
23. Switchboard Operators (571020)
24. Teachers - Elementary School (313050)
25. Truck Drivers - Heavy or Tractor Trailer (971020)

OCCUPATION: _____

PROGRAM OFFERED: _____

OCCUPATION: _____

PROGRAM OFFERED: _____

OCCUPATION: _____

PROGRAM OFFERED: _____

Enhanced Training Inventory - page 4

Training Provider: _____

***PROGRAM SPECIFIC INFORMATION FOR TRAINING IN
VENTURA COUNTY ONLY***

PLEASE COMPLETE ONE (1) PROGRAM SPECIFIC INFORMATION PAGE PER PROGRAM. ATTACH ADDITIONAL PAGES FOR EACH PROGRAM IF NECESSARY.

1. Program Title: _____
2. Classification of Instruction (CIP) code for this program: _____
3. Program location: _____
4. Proximity to public transportation: _____
5. How long will it take the average person to complete this program? _____
6. Is this program open-entry/open-exit? Yes No List pre-requisites _____
7. Is bi-lingual instruction provided ? Yes No List Language(s): _____
8. What is the approximate cost per student to complete this program? _____
9. What degree, diploma, certificate, license, etc. is received upon program completion? _____
10. List the primary occupations for employment from this program. _____
11. Please list any additional information specific to this program: _____

(Back cover)